



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



President – Chris Steele • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Mark Simon

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**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
AGENDA PACKET**

For the Regular Meeting of Wednesday  
May 6, 2015

7:00 P.M. Regular Meeting

District Office  
1800 Willow Lake Road



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Chris Steele • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Mark Simon

**NOTICE OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday May 6, 2015  
REGULAR MEETING 7:00 P.M.  
1800 Willow Lake Road, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**REGULAR MEETING 7:00 P.M.**

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration. Any person wishing to speak must come up and speak from the podium. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the Chair.

**C. AREA AGENCIES REPORTS / PRESENTATION**

1. Sheriff's Office Report
2. CHP Report
3. East Contra Costa Fire Protection District Report
4. Supervisor Mary Piepho, District III Report

**D. COMMITTEE/LIAISON REPORTS**

1. Trans-Plan Report
2. County Planning Commission Report
3. Code Enforcement Report
4. Special Districts Report\*\*

*\*\*These meetings are held Quarterly*

**E. PRESENTATIONS**

1. Contra Costa Mosquito & Vector Control District

**F. CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approval of DRAFT minutes of regular meeting dated April 14, 2015
2. Approve Register of District Invoices
3. Approve and Adopt Resolution Number 2015-06, Direction to HERWIT Engineering to prepare 2015-2016 Annual Assessment Report for the Ravenswood Improvement District, Discovery Bay Landscape & Lighting Zone #9

**G. BUSINESS AND ACTION ITEMS**

1. Review of the FY 2013-14 "DRAFT" Audited Financial Statements for the Town of Discovery Bay
2. Approve and Adopt Resolution No. 2015-07 to Revise Park Rules and Regulations Forms and Fees for the Town of Discovery Bay CSD owned and maintained Parks and Facilities
3. Agency Comment Request – Variance Permit Application VP15-1014 – Front Yard Variance Request – 4525 Discovery Point, Discovery Bay

**H. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)**

1. DRAFT CCR

**I. PRESIDENT REPORT AND DIRECTORS' COMMENTS**

**J. MANAGER'S REPORT – Discussion and Possible Action**

**K. GENERAL MANAGER'S REPORT – Discussion and Possible Action**

1. Schedule Budget Workshop – May 27, 2015 at 6:30 p.m.
2. Drought Update

**L. DISTRICT LEGAL COUNSEL REPORT**

1. Discussion on Sub-Committee Status

**M. SUB-COMMITTEE UPDATES – Discussion and Possible Action**

1. Finance
2. Communications
3. Parks and Recreation
4. Water and Wastewater
5. Waterways

**N. CORRESPONDENCE – Discussion and Possible Action**

**O. PUBLIC RECORD REQUESTS RECEIVED**

**P. FUTURE AGENDA ITEMS**

**Q. ADJOURNMENT**

1. Adjourn to the next regular meeting dated May 20, 2015 starting at 7:00 p.m. on 1800 Willow Lake Rd – Located behind the Delta Community Presbyterian Church.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925)634-1131, during regular business hours, at least twenty-four hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



President – Chris Steele • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Mark Simon

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No Back Up  
Documentation  
For Agenda Item C



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



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No Back Up  
Documentation  
For Agenda Item D



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



President – Chris Steele • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Mark Simon

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No Back Up  
Documentation  
For Agenda Item E-1



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Chris Steele • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Mark Simon

**MINUTES OF A SPECIAL MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Tuesday April 14, 2015  
SPECIAL MEETING 6:00 P.M.  
1800 Willow Lake Road, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**SPECIAL MEETING 6:00 P.M.**

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

Call business meeting to order – 6:09 p.m. by Vice-President Pease

Pledge of Allegiance – Led by Director Simon

Roll Call – All present with the exception of President Steele

President Steele – Arrived at 6:23 p.m.

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

None

**C. PRESENTATIONS**

None

**D. PRESIDENT REPORT AND DIRECTORS' COMMENTS**

None

**E. CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approval of DRAFT minutes of special meeting for April 1, 2015

2. Approve Register of District Invoices

3. Purchase Emergency Stand-By Generator for Well No. 7

**Motion by:** Director Simon to approve the Consent Calendar

**Second by:** Director Leete

**Vote:** Motion Carried – AYES: 4 – Vice-President Pease, Director Graves, Director Leete, Director Simon;

NOES: 0; ABSENT: 1 – President Steele

**F. BUSINESS AND ACTION ITEMS**

**1. Review Urban Water Management Plan**

**Luhdorff and Scalmanini Consulting Engineers** – Provided the details of the Urban Water Management Plan. There was discussion between the General Manager, Luhdorff and Scalmanini Consulting Engineers, Legal Counsel, and the Board.

**2. Groundwater Sustainability Plan Proposal for Services**

**Luhdorff and Scalmanini Consulting Engineers** – Provided the details of the Groundwater Sustainability Plan Proposal for Services. There was discussion between the General Manager, Luhdorff and Scalmanini Consulting Engineers, Legal Counsel, and the Board.

**Motion by:** Vice-President Pease to approve expenditure with Luhdorff and Scalmanini Consulting Engineers in the amount of \$23,658.40 to conduct technical support for planning and compliance with the Sustainable Groundwater Management Act of 2014 (Act) and authorize the General Manager to execute all contract documents

**Second by:** Director Leete

**Vote:** Motion Carried – AYES: 5, NOES: 0

**G. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)**

**1. Drought – Governor’s Executive Order requiring 25% Water Reduction**

**General Manager Howard** – Provided the details of item G-1.

**H. VEOLIA REPORT**

**1. Veolia Report – Month of March 2015**

**Project Manager Berney Sadler** – Provided the details of the March 2015 Monthly Operations Report. There was discussion between the Project Manager, the General Manager, and the Board.

**I. MANAGER’S REPORTS – Discussion and Possible Action**

**J. GENERAL MANAGER’S REPORT – Discussion and Possible Action**

**General Manager Howard** – Provided the details of the new 2015 Ford Truck and that Earth Day is on April 25, 2015.

**K. DISTRICT LEGAL COUNSEL REPORT**

None

**L. COMMITTEE UPDATES – Discussion and Possible Action**

**Vice-President Pease** – Stated that there was a Landscape Committee.

**General Manager Howard** – Stated that the Water and Wastewater meeting is next week.

**M. CORRESPONDENCE – Discussion and Possible Action**

1. R – Contra Costa County Aviation Advisory Committee meeting minutes for 02-12-15
2. R – State Route 4 Bypass meeting minutes for 02-12-15
3. R – East Contra Costa Fire Protection District meeting minutes for 03-02-15
4. R – Contra Costa County Aviation Advisory Committee meeting minutes for 03-12-15

**N. PUBLIC RECORD REQUESTS RECEIVED**

None

**O. FUTURE AGENDA ITEMS**

1. Transparencies on the Board Sub Committees according the Brown Act (5 subcommittees that are not ajenized)

**P. ADJOURNMENT**

The meeting adjourned at 8:33 p.m. to the next Regular meeting on May 6, 2015 starting at 7:00 p.m. on 1800 Willow Lake Road.

//cmc – 04-20-15

<http://www.todb.ca.gov/content/agenda-and-minutes/>



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

May 06, 2015

**Prepared By:** Dina Breitstein, Finance Manager & Lesley Marable, Sr. Accounts Clerk  
**Submitted By:** Rick Howard, General Manager

*RH*

### Agenda Title

Approve Register of District Invoices

### Recommended Action

Staff recommends that the Board approve the listed invoices for payment

### Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

### Fiscal Impact:

**Amount Requested** \$ 318,621.76

**Sufficient Budgeted Funds Available?:** Yes (If no, see attached fiscal analysis)

**Prog/Fund #** See listing of invoices. **Category:** Operating Expenses and Capital Improvements

### Previous Relevant Board Actions for This Item

### Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2014/2015  
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2014/2015  
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2014/2015

AGENDA ITEM: F-2

**Request For Authorization To Pay Invoices (RFA)  
For The Meeting On May 06, 2015  
Town of Discovery Bay CSD  
For Fiscal Year's 7/14 - 6/15**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
<b>Administration</b>				
Commercial Tree Care	21368	Landscape Reimb (Z61)	04/03/15	\$1,820.00
Commercial Tree Care	21381	Newport Dr. Tree Care (Z61)	04/06/15	\$1,240.00
Odyssey Landscape Co, Inc.	36040209.1	Bark Installation (Z61)	02/28/15	\$6,650.00
Odyssey Landscape Co, Inc.	36040276.1	Bark Installation (Z61)	03/31/15	\$9,500.00
U.S. Bank Corporate Payment System	4246044555703473/315	Landscape Reimb (Z35,Z57,Z61)	03/25/15	\$720.33
Watersavers Irrigation Inc.	1561993-00	Misc. Items (Z61)	04/09/15	\$120.39
Watersavers Irrigation Inc.	1566298-00	Misc. Items (Z35,Z57,Z51)	04/20/15	\$176.66
		<b>Administration</b>	<b>Sub-Total</b>	<b>\$20,227.38</b>
<b>Water</b>				
Aflac	848172	Supplemental Insurance April 2015	04/25/15	\$202.37
Alhambra	13710019 041715	Water Service	04/17/15	\$14.16
All American Equipment Sales	1171	Service Trackloader	04/03/15	\$322.03
All Bay Custom Cabinets & Millwork	2105	Board Room Relocation	03/24/15	\$428.08
American Retrofit Systems	1079	Building Maintenance	04/16/15	\$130.00
American Retrofit Systems	1083	Building Maintenance	04/13/15	\$50.00
Big Dog Computer	BDC33091	Connectivity Issues	02/12/15	\$300.00
Big Dog Computer	BDC33106	Laptop Set Up	04/16/15	\$100.80
Big Dog Computer	BDC33108	Anti-Virus Upgrade	04/16/15	\$40.98
Big Dog Computer	BDC33109	Email Forwarding	04/16/15	\$15.00
Big Dog Computer	BDC33110	Board Room Relocation	04/22/15	\$455.00
Big Dog Computer	BDC33114	Software Installation	04/23/15	\$90.00
Big Dog Computer	BDC33116	Software Maintenance	04/24/15	\$34.00
Big Dog Computer	BDC33117	Security Improvements	04/24/15	\$106.74
Big Dog Computer	BDC33120	Email Maintenance	04/25/15	\$45.50
Big Dog Computer	BDC33113	Board Room Relocation	04/23/15	\$172.00
Bill Brandt Ford	132153	Brake Repair	04/08/15	\$535.83
Bill Pease	Apr-15	Expense Report April 2015	04/27/15	\$46.00
Caselle, Inc.	64507	Support and Maintenance Mar 2015	04/01/15	\$364.00
Cash	April 2015	Petty Cash Reimb.	04/17/15	\$58.40
Charlotte McLaughlin	5061 Almanor	Closed Account, Refund Overpayment	04/09/15	\$8.72
Chris Steele	April 2015	Expense Report April 2015	04/27/15	\$92.00
Cintas	185505370	Uniforms	03/25/15	\$8.11
Cintas	185506186	Uniforms	04/01/15	\$7.55
Conco West Inc.	813	Strainer Installation	04/15/15	\$17,818.92
County of Contra Costa Public Works Dept	918364	Encroachment Permits	04/02/15	\$835.54
County of Contra Costa Public Works Dept	918374	Encroachment Permits	04/02/15	\$250.20
County Of Contra Costa, Dept of Info Tec	9502	Data Processing Charges Mar 2015	04/13/15	\$17.60
Denalect Alarm Company	R17867	Alarm Charge	04/01/15	\$6.00
Digital Deployment, Inc.	92155	Website Development	12/30/14	\$2,688.00
Discovery Locks & More, Inc.	12533	Padlocks Keyed	04/10/15	\$196.23
Discovery Pest Control	145667	Pest Control	04/17/15	\$27.20
Du-All Safety	16818	Safety Support and Training for 2014-2015	03/31/15	\$1,160.00
Freedom Mailing Service, Inc	26525	Water Bills Mar 2015	04/13/15	\$1,066.32
Gann Properties	5411 Gold Creek	Closed Account, Refund Overpayment	04/02/15	\$48.63
Gladwell Governmental Services, Inc.	3173	Laserfiche Templates and Database Cleanup	04/04/15	\$554.04
Golden State Flow Measurement, Inc	I-043743	Badger End Points	04/09/15	\$5,440.58
J.W. Backhoe & Construction, Inc.	2311	Change Out Galvanized Couplings	04/06/15	\$4,765.24
J.W. Backhoe & Construction, Inc.	2313	Leak on Marina Circle	04/06/15	\$1,449.68
J.W. Backhoe & Construction, Inc.	2314	Paved Two Spots on Discovery Bay Blvd	04/06/15	\$6,281.15
J.W. Backhoe & Construction, Inc.	2315	Crack Sealer Clipper Dr and Discovery Bay Blvd	04/06/15	\$1,673.95
J.W. Backhoe & Construction, Inc.	2316	Install New Base S Lake Front Loop	04/06/15	\$367.90
J.W. Backhoe & Construction, Inc.	2318	Concrete on Starfish Place	04/07/15	\$1,785.70
Lisa Polido	2604 Crescent	Closed Account, Refund Overpayment	04/23/15	\$26.75
Mark Simon	April 2015	Expense Report April 2015	04/27/15	\$92.00
Office Depot	762995953001	Office Supplies	03/30/15	\$19.80
Office Depot	762995983001	Office Supplies	03/28/15	\$51.21
Office Depot	764215236001	Office Supplies	04/07/15	\$60.62
Office Depot	764215442001	Office Supplies	04/07/15	\$17.00
Office Depot	764648683001	Board Room Relocation	04/10/15	\$65.93
Pacific Gas & Electric	2943721807-5/041315	Electric and Gas Bill 03/12/15-04/09/15	04/13/15	\$17,077.86
Paul E. Vaz Trucking, Inc.	35022	Material	03/30/15	\$467.96

Paul E. Vaz Trucking, Inc.	35023	Freight	03/30/15	\$596.72
ReliaStar Life Insurance Company	#JRS2 457(B) 04/30/1	457(b) 04/01/15-04/30/15	04/30/15	\$916.08
Ricoh USA, Inc	5035615602	Photocopier	04/19/15	\$61.38
Robert Leete	April 2015	Expense Report April 2015	04/27/15	\$138.00
SDRMA	16880	Ancillary Benefits May 2015	04/24/15	\$507.30
Shred-It USA-Concord	9405357089	Shredding Service	04/02/15	\$22.79
Some Gave All	April 2015	Expense Report April 2015	04/27/15	\$301.53
SWRCB	LW-1000037	Large Water System Fees 07/01/14-12/31/14	04/14/15	\$2,981.12
TASC	450775312003/0515	Flexible Spending May 2015	04/27/15	\$241.66
U.S. Bank Corporate Payment System	4246044555703473/315	Health Insurance	03/25/15	\$3,962.04
U.S. Bank Corporate Payment System	4246044555703473/315	Travel & Meetings	03/25/15	\$70.30
U.S. Bank Corporate Payment System	4246044555703473/315	Telephone General	03/25/15	\$265.05
U.S. Bank Corporate Payment System	4246044555703473/315	Telecom Networking	03/25/15	\$96.00
U.S. Bank Corporate Payment System	4246044555703473/315	Vehicle & Equipment Fuel	03/25/15	\$856.43
U.S. Bank Corporate Payment System	4246044555703473/315	Automotive Supplies & Repairs	03/25/15	\$149.69
U.S. Bank Corporate Payment System	4246044555703473/315	General Repair	03/25/15	\$152.83
U.S. Bank Corporate Payment System	4246044555703473/315	Special Equipment	03/25/15	\$12.96
U.S. Bank Corporate Payment System	4246044555703473/315	Info System Maintenance	03/25/15	\$92.80
U.S. Bank Corporate Payment System	4246044555703473/315	Small Tools	03/25/15	\$138.44
U.S. Bank Corporate Payment System	4246044555703473/315	Computer Software	03/25/15	\$20.00
U.S. Bank Corporate Payment System	4246044555703473/315	Office Supplies	03/25/15	\$305.66
U.S. Bank Corporate Payment System	4246044555703473/315	Building Maintenance	03/25/15	\$341.33
U.S. Bank Corporate Payment System	4246044555703473/315	Special Expense	03/25/15	\$127.57
United States Postal Services	2	Postage	04/14/15	\$384.00
Univar	SJ675872	Chemicals Delivered 03/31/15	03/31/15	\$273.84
Univar	SJ675874	Chemicals Delivered 03/31/15	03/31/15	\$108.73
Univar	SJ677666	Chemicals Delivered 04/10/15	04/10/15	\$265.78
Univar	SJ677667	Chemicals Delivered 04/10/15	04/10/15	\$76.51
Upper Case Printing, Ink.	9336	Water Schedule Notice	04/13/15	\$63.33
Veolia Water North America	47841	Monthly O&M May 2015	05/01/15	\$40,403.73
Verizon Wireless	9743007077	Phone Bill March 2015	03/26/15	\$142.50

**Water Sub-Total \$122,015.38**

**Wastewater**

Aflac	848172	Supplemental Insurance April 2015	04/25/15	\$303.55
Alhambra	13710019 041715	Water Service	04/17/15	\$21.24
All American Equipment Sales	1171	Service Trackloader	04/03/15	\$483.05
All Bay Custom Cabinets & Millwork	2105	Board Room Relocation	03/24/15	\$642.11
American Retrofit Systems	1077	Lighting Repair	04/01/15	\$200.00
American Retrofit Systems	1079	Building Maintenance	04/16/15	\$195.00
American Retrofit Systems	1083	Building Maintenance	04/13/15	\$75.00
Bay Area Air Quality Management District	3NV58	Annual Permit Renewal 06/01/15-06/01/17	04/07/15	\$570.00
Big Dog Computer	BDC33096	Email Set Up	02/03/15	\$50.00
Big Dog Computer	BDC33106	Laptop Set Up	04/16/15	\$151.20
Big Dog Computer	BDC33108	Anti-Virus Upgrade	04/16/15	\$61.46
Big Dog Computer	BDC33109	Email Forwarding	04/16/15	\$22.50
Big Dog Computer	BDC33110	Board Room Relocation	04/22/15	\$682.50
Big Dog Computer	BDC33114	Software Installation	04/23/15	\$135.00
Big Dog Computer	BDC33116	Software Maintenance	04/24/15	\$51.00
Big Dog Computer	BDC33117	Security Improvements	04/24/15	\$160.10
Big Dog Computer	BDC33120	Email Maintenance	04/25/15	\$68.25
Big Dog Computer	BDC33113	Board Room Relocation	04/23/15	\$258.00
Bill Pease	April 2015	Expense Report April 2015	04/27/15	\$69.00
Cascade Integration And Development	924	Scada Project	04/06/15	\$22,875.00
Caselle, Inc.	64507	Support and Maintenance Mar 2015	04/01/15	\$546.00
Cash	Apr-15	Petty Cash Reimb.	04/17/15	\$88.48
Chris Steele	April 2015	Expense Report April 2015	04/27/15	\$138.00
Cintas	185505370	Uniforms	03/25/15	\$12.16
Cintas	185506186	Uniforms	04/01/15	\$11.33
Cintas	185506985	Uniforms	04/08/15	\$21.61
Cintas	185507796	Uniforms	04/15/15	\$21.61
Cintas	185508605	Uniforms	04/22/15	\$33.61
Comcast	8155400350232938/415	Internet WWTP#2	04/03/15	\$118.75
Comcast	8155400350232946/415	Internet WWTP#1	04/03/15	\$93.70
County Of Contra Costa, Dept of Info Tec	9502	Data Processing Charges Mar 2015	04/13/15	\$26.40
Denalect Alarm Company	R17867	Alarm Charge	04/01/15	\$9.00
Digital Deployment, Inc.	92155	Website Development	12/30/14	\$4,032.00
Discovery Locks & More, Inc.	12533	Padlocks Keyed	04/10/15	\$294.34
Discovery Pest Control	145667	Pest Control	04/17/15	\$40.80
Du-All Safety	16818	Safety Support and Training for 2014-2015	03/31/15	\$1,740.00
Gladwell Governmental Services, Inc.	3173	Laserfiche Templates and Database Cleanup	04/04/15	\$831.06
Herwit Engineering	15-3	Professional Services Mar 2015	04/01/15	\$3,309.90

Herwit Engineering	DB-MP-5,6,7,12-11	Effluent Filters & PS Modifications	04/01/15	\$56,742.50
Mark Simon	42095	Expense Report April 2015	04/27/15	\$138.00
Neopost (Postage Account)	7900044908384658/415	Postage	04/06/15	\$4.66
Office Depot	762995953001	Office Supplies	03/30/15	\$29.70
Office Depot	762995983001	Office Supplies	03/28/15	\$76.81
Office Depot	764215236001	Office Supplies	04/07/15	\$90.93
Office Depot	764215442001	Office Supplies	04/07/15	\$25.51
Office Depot	764648683001	Board Room Relocation	04/10/15	\$98.90
Office Depot	764648711001	Office Supplies	04/08/15	\$3.73
Pacific Gas & Electric	1181942262-4/040915	Electric and Gas Bill 03/11/15-04/08/15	04/09/15	\$5,378.83
Pacific Gas & Electric	7312115758-7/041315	Electric and Gas Bill 03/13/15-04/12/15	04/13/15	\$18,523.17
ReliaStar Life Insurance Company	#JR52 457(B) 04/30/1	457(b) 04/01/15-04/30/15	04/30/15	\$1,374.12
Ricoh USA, Inc	5035615602	Photocopier	04/19/15	\$92.08
Robert Leete	April 2015	Expense Report April 2015	04/27/15	\$207.00
SDRMA	16880	Ancillary Benefits May 2015	04/24/15	\$760.94
Shred-It USA-Concord	9405357089	Shredding Service	04/02/15	\$34.19
Solenis LLC	130958477	Praestol	04/15/15	\$3,772.21
Some Gave All	April 2015	Expense Report April 2015	04/27/15	\$452.30
Stantec Consulting Services Inc	898325	Master Plan Nitrite And Nitrate Update	04/14/15	\$1,845.00
TASC	450775312003/0515	Flexible Spending May 2015	04/27/15	\$362.48
U.S. Bank Corporate Payment System	4246044555703473/315	Health Insurance	03/25/15	\$5,943.06
U.S. Bank Corporate Payment System	4246044555703473/315	Info System Maintenance	03/25/15	\$139.20
U.S. Bank Corporate Payment System	4246044555703473/315	Travel & Meetings	03/25/15	\$105.44
U.S. Bank Corporate Payment System	4246044555703473/315	Telephone General	03/25/15	\$501.27
U.S. Bank Corporate Payment System	4246044555703473/315	Telecom Networking	03/25/15	\$144.00
U.S. Bank Corporate Payment System	4246044555703473/315	Vehicle & Equipment Fuel	03/25/15	\$244.64
U.S. Bank Corporate Payment System	4246044555703473/315	Automotive Supplies & Repairs	03/25/15	\$224.53
U.S. Bank Corporate Payment System	4246044555703473/315	Special Equipment	03/25/15	\$19.44
U.S. Bank Corporate Payment System	4246044555703473/315	Small Tools	03/25/15	\$251.88
U.S. Bank Corporate Payment System	4246044555703473/315	Computer Software	03/25/15	\$29.99
U.S. Bank Corporate Payment System	4246044555703473/315	Office Supplies	03/25/15	\$458.49
U.S. Bank Corporate Payment System	4246044555703473/315	Building Maintenance	03/25/15	\$524.95
U.S. Bank Corporate Payment System	4246044555703473/315	Special Expense	03/25/15	\$60.04
United States Postal Services	2	Postage	04/14/15	\$576.00
Veolia Water North America	46442	Effluent Filtration	03/13/15	\$175.59
Veolia Water North America	47841	Monthly O&M May 2015	05/01/15	\$60,605.60
Verizon Wireless	9743007077	Phone Bill March 2015	03/26/15	\$213.75
Watersavers Irrigation Inc.	1556719-00	Misc. Items	03/27/15	\$23.60

**Community Center**

**Wastewater**

**Sub-Total \$198,697.24**

Brentwood Embroidery & Sewing	4242	Earth Day Promotions	04/20/15	\$720.82
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**Community Center**

**Sub-Total \$720.82**

**Grand Total \$341,660.82**

**Request For Authorization To Pay Invoices (RFA)  
For The Meeting On May 06, 2015  
Town of Discovery Bay, D.Bay L&L Park #8  
For Fiscal Year's 7/14 - 6/15**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Alhambra	13710019 041715	Community Center-Water Service	04/17/15	\$54.35
American Retrofit Systems	1074	Mount LED Truck Light	03/27/15	\$510.00
American Retrofit Systems	1080	Trailer Plug Repair	04/16/15	\$100.00
American Retrofit Systems	1081	Install Lights on Ford F150	04/10/15	\$600.00
Big Dog Computer	BDC33101	Community Center-Anti-Virus Upgrade	02/22/15	\$162.50
Big Dog Computer	BDC33103	Community Center-Computer Repair	02/25/15	\$130.00
Big Dog Computer	BDC33111	Community Center-Printer Repair	04/22/15	\$95.00
Big Dog Computer	BDC33121	Community Center-Camera Server Maintenance	04/25/15	\$140.83
Brentwood Press & Publishing	171005	Community Center-Earth Day Advertising	04/03/15	\$100.00
Brentwood Press & Publishing	171221	Community Center-Earth Day Advertising	04/10/15	\$100.00
Cintas	185505370	Uniforms	03/25/15	\$40.53
Cintas	185505370	Community Center-Mats	03/25/15	\$25.75
Cintas	185506186	Uniforms	04/01/15	\$37.77
Cintas	185506186	Community Center-Mats	04/01/15	\$20.75
Cintas	185506985	Uniforms	04/08/15	\$31.07
Cintas	185506985	Community Center-Mats	04/08/15	\$35.83
Cintas	185507796	Uniforms	04/15/15	\$31.07
Cintas	185507796	Community Center-Mats	04/15/15	\$39.72
Cintas	185508605	Uniforms	04/22/15	\$37.97
Cintas	185508605	Community Center-Mats	04/22/15	\$44.72
Dan Meewis	April 2015	Community Center-Expense Report	04/09/15	\$161.52
Delta Debris Box Service	1045623	Community Center-40 Yd Bin	03/31/15	\$526.00
Delta Fence Company, Inc.	25703	Community Center-Dog Park Chain Link Fence	04/09/15	\$2,610.40
Delta Fence Company, Inc.	25728	Community Center-Dog Park Chain Link Fence	04/24/15	\$1,164.00
Discovery Locks & More, Inc.	12491	Community Center-Door Repair	03/28/15	\$125.00
Future Stars 2000's, Inc.	5	Community Center-Program Fees	04/19/15	\$324.00
Lincoln Equipment, Inc.	SI261275	Community Center-Pool Chemicals	04/03/15	\$588.54
Lincoln Equipment, Inc.	SI261653	Community Center-Pool Supplies	04/09/15	\$163.75
Maureen Vergara	1	Community Center-Swim Team Refund	04/23/15	\$335.00
Muir Diablo Occupational Medicine	303327	Community Center-Employment Screening	04/09/15	\$25.00
National Aquatic Services, Inc.	2014-1001	Community Center-Equipment Repair	04/10/15	\$262.50
Office Depot	765894888001	Community Center-Office Supplies	04/16/15	\$193.07
Office Depot	765895127001	Community Center-Office Supplies	04/16/15	\$43.39
Pacific Gas & Electric	0869258994-1/040915	Electric and Gas Bill 03/12/15-04/09/15	04/09/15	\$366.61
Pacific Gas & Electric	5702839598-6/041015	Community Center-Electric and Gas Bill 03/12/15-04/09/15	04/10/15	\$1,479.47
Pacific Gas & Electric	59397344215-5/0415	Electric and Gas Bill 03/19/15-04/17/15	04/17/15	\$6,760.82
SDRMA	50677	Community Center-Swim Team	04/06/15	\$50.00
Shanae Armstrong	April 2015	Expense Report April 2015	04/09/15	\$43.04
Town of Discovery Bay, CSD	9-900-000-002-6.02	Community Center-Water Bill 03/01/15-03/31/15	03/31/15	\$476.85
Town of Discovery Bay, CSD	9-900-000-002-7.02	Water Bill 03/01/15-03/31/15	03/31/15	\$27.62
Town of Discovery Bay, CSD	9-900-000-004-2.01	Water Bill 03/01/15-03/31/15	03/31/15	\$630.16
Town of Discovery Bay, CSD	9-900-000-004-2.02	Water Bill 03/01/15-03/31/15	03/31/15	\$178.84
Town of Discovery Bay, CSD	9-900-000-004-2.03	Water Bill 03/01/15-03/31/15	03/31/15	\$321.91
Town of Discovery Bay, CSD	9-900-000-004-2.04	Water Bill 03/01/15-03/31/15	03/31/15	\$77.06
Town of Discovery Bay, CSD	9-900-000-004-2.05	Water Bill 03/01/15-03/31/15	03/31/15	\$26.17
Town of Discovery Bay, CSD	9-900-000-004-2.06	Water Bill 03/01/15-03/31/15	03/31/15	\$103.23
Town of Discovery Bay, CSD	9-900-000-004-2.07	Water Bill 03/01/15-03/31/15	03/31/15	\$9.30
Town of Discovery Bay, CSD	9-900-000-004-2.08	Water Bill 03/01/15-03/31/15	03/31/15	\$9.30
Town of Discovery Bay, CSD	9-900-000-004-2.09	Water Bill 03/01/15-03/31/15	03/31/15	\$9.30
Town of Discovery Bay, CSD	9-900-000-004-2.10	Water Bill 03/01/15-03/31/15	03/31/15	\$36.93
Town of Discovery Bay, CSD	9-900-000-004-4.01	Water Bill 03/01/15-03/31/15	03/31/15	\$2.90
Town of Discovery Bay, CSD	9-900-000-004-4.02	Water Bill 03/01/15-03/31/15	03/31/15	\$89.27
Town of Discovery Bay, CSD	9-900-000-004-4.03	Water Bill 03/01/15-03/31/15	03/31/15	\$368.44
Town of Discovery Bay, CSD	9-900-000-004-4.04	Water Bill 03/01/15-03/31/15	03/31/15	\$2.90
Town of Discovery Bay, CSD	9-900-000-004-4.05	Water Bill 03/01/15-03/31/15	03/31/15	\$62.52
Town of Discovery Bay, CSD	9-900-000-012-0.01	Water Bill 03/01/15-03/31/15	03/31/15	\$5.81
Town of Discovery Bay, CSD	374	Payroll Reimbursement Feb 2015	04/22/15	\$18,743.05
Town of Discovery Bay, CSD	376	Payroll Reimbursement Mar 2015	04/22/15	\$24,535.06
U.S. Bank Corporate Payment System	4246044555703473/315	Travel & Meetings	03/25/15	\$65.02
U.S. Bank Corporate Payment System	4246044555703473/315	Telephone Cellular	03/25/15	-\$64.34
U.S. Bank Corporate Payment System	4246044555703473/315	Vehicle & Equipment Fuel	03/25/15	\$277.80
U.S. Bank Corporate Payment System	4246044555703473/315	Automotive Supplies & Repairs	03/25/15	\$171.65
U.S. Bank Corporate Payment System	4246044555703473/315	Equipment Maintenance	03/25/15	\$705.40
U.S. Bank Corporate Payment System	4246044555703473/315	Small Tools	03/25/15	\$33.69
U.S. Bank Corporate Payment System	4246044555703473/315	Office Supplies	03/25/15	-\$17.43

U.S. Bank Corporate Payment System	4246044555703473/315	Landscape Maintenance	03/25/15	\$644.09
U.S. Bank Corporate Payment System	4246044555703473/315	Building Maintenance	03/25/15	\$92.13
U.S. Bank Corporate Payment System	4246044555703473/315	Community Center-Travel & Meetings	03/25/15	\$273.70
U.S. Bank Corporate Payment System	4246044555703473/315	Community Center-Events	03/25/15	\$309.00
U.S. Bank Corporate Payment System	4246044555703473/315	Community Center-Equipment Maintenance	03/25/15	\$135.67
U.S. Bank Corporate Payment System	4246044555703473/315	Community Center-Computer Software	03/25/15	\$360.95
U.S. Bank Corporate Payment System	4246044555703473/315	Community Center-Personal Protective Equipment	03/25/15	\$264.68
U.S. Bank Corporate Payment System	4246044555703473/315	Community Center-Program Fees	03/25/15	\$160.50
Verizon Wireless	9743007077	Phone Bill March 2015	03/26/15	\$121.90
Verizon Wireless	9743007077	Community Center-Phone Bill March 2015	03/26/15	\$121.90
Watersavers Irrigation Inc.	1554624-00	Landscape Maintenance	03/23/15	\$178.24
Watersavers Irrigation Inc.	1554849-00	Misc. Irrigation Repair Items	03/23/15	\$74.52
Watersavers Irrigation Inc.	1555985-00	Misc. Irrigation Repair Items	03/25/15	\$95.61
Watersavers Irrigation Inc.	1558636-00	Community Center-Landscape Maintenance	04/01/15	\$7.84
Watersavers Irrigation Inc.	1559326-00	Community Center-Misc. Irrigation Repair Items	04/02/15	\$200.63
Watersavers Irrigation Inc.	1566298-00	Misc. Irrigation Repair Items	04/20/15	\$58.89
Watersavers Irrigation Inc.	1567410-00	Community Center-Dog Park	04/22/15	\$126.50
<b>Total</b>				<b>\$67,675.13</b>

**Request For Authorization To Pay Invoices (RFA)**  
**For The Meeting On May 06, 2015**  
**Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)**  
**For Fiscal Year's 7/14 - 6/15**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Cintas	185505370	Uniforms	03/25/15	\$40.53
Cintas	185506186	Uniforms	04/01/15	\$37.78
Cintas	185506985	Uniforms	04/08/15	\$31.67
Cintas	185507796	Uniforms	04/15/15	\$31.67
Cintas	185508605	Uniforms	04/22/15	\$38.57
Hydropoint Data Systems, Inc.	1028990/HR112109	WeatherTrak Ravenswood	04/15/15	\$225.00
Odyssey Landscape Co, Inc.	36039892.2	Replanting	09/30/14	\$625.00
Pacific Gas & Electric	0403377952-3/040915	Electric and Gas Bill 03/11/15-04/05/15	04/09/15	\$66.68
Shanae Armstrong	April 2015	Expense Report April 2015	04/09/15	\$43.04
Town of Discovery Bay, CSD	9-900-000-004-3.01	Water Bill 03/01/15-03/31/15	03/31/15	\$190.47
Town of Discovery Bay, CSD	9-900-000-004-3.02	Water Bill 03/01/15-03/31/15	03/31/15	\$489.12
Town of Discovery Bay, CSD	9-900-000-004-3.03	Water Bill 03/01/15-03/31/15	03/31/15	\$204.14
Town of Discovery Bay, CSD	375	Payroll Reimbursement Feb 2015	04/22/15	\$3,976.86
Town of Discovery Bay, CSD	377	Payroll Reimbursement Mar 2015	04/22/15	\$2,720.20
U.S. Bank Corporate Payment System	4246044555703473/315	Telephone General	03/25/15	\$10.32
U.S. Bank Corporate Payment System	4246044555703473/315	Vehicle & Equipment Fuel	03/25/15	\$364.99
U.S. Bank Corporate Payment System	4246044555703473/315	Equipment Maintenance	03/25/15	\$503.22
U.S. Bank Corporate Payment System	4246044555703473/315	Office Supplies	03/25/15	\$22.75
U.S. Bank Corporate Payment System	4246044555703473/315	Landscape Maintenance	03/25/15	\$145.26
Verizon Wireless	9743007077	Phone Bill March 2015	03/26/15	\$121.90
Watersavers Irrigation Inc.	1554849-00	Misc. Irrigation Repair Items	03/23/15	\$74.52
Watersavers Irrigation Inc.	1555985-00	Misc. Irrigation Repair Items	03/25/15	\$95.61
Watersavers Irrigation Inc.	1556719-00	Misc. Irrigation Repair Items	03/27/15	\$176.95
Watersavers Irrigation Inc.	1566298-00	Misc. Irrigation Repair Items	04/20/15	\$58.89
			<b>Total</b>	<b>\$10,295.14</b>



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

May 6, 2015

**Prepared By:** Rick Howard, General Manager  
**Submitted By:** Rick Howard, General Manager

### Agenda Title

Direction to HERWIT Engineering to prepare 2015-2016 Annual Assessment Report for the Ravenswood Improvement District, Discovery Bay Landscape & Lighting Zone #9

### Recommended Action

That the Board Adopt Resolution No. 2015-06 authorizing the Annual Assessment of the Ravenswood Improvement District Landscape and Lighting Zone #9 and Direct Herwit Engineering to prepare the Engineer's Assessment Report

### Executive Summary

As part of the annual assessment process the Ravenswood Improvement District – Discovery Bay Landscape and Lighting Zone #9 (DB L&L #9), the Board must approve and direct an Engineer's Assessment Report be prepared. This approval must be by Resolution.

Since its inception, the DB L&L #9 Engineer's assessment reports have been drafted and prepared by HERWIT Engineering (HERWIT). Due to their in-depth knowledge of the zone and access to historical data, Staff recommends approving Resolution 2015-06, which directs HERWIT to prepare the 2015-2016 Annual Assessment Report for DB L&L #9.

HERWIT Engineering would perform this work under current contract with the Town of Discovery Bay Community Services District, for an amount not to exceed \$1,440.00.

### Fiscal Impact:

**Amount Requested \$1,440.00**

**Sufficient Budgeted Funds Available?: YES**

**Prog/Fund # 9/2310 Category: Operating Expenses**

### Previous Relevant Board Actions for This Item

None

### Attachments

Resolution 2015-06

AGENDA ITEM: F-3



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION 2015-06**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY,  
A CALIFORNIA COMMUNITY SERVICES DISTRICT,  
REGARDING THE ANNUAL ASSESSMENT  
OF THE RAVENSWOOD IMPROVEMENT DISTRICT  
LANDSCAPE AND LIGHTING ZONE #9**

WHEREAS, the Board of Directors of the Town of Discovery Bay CSD, pursuant to a will-serve letter with the developer of that subdivision known as Ravenswood, has formed a landscaping, park, lighting and open space district, known as Ravenswood Improvement District – DB L&L Zone #9, for the purpose of providing for the operation and maintenance of landscaping, parks, street lights and open space installed in said subdivision by developer; and

WHEREAS, the Board of Directors now desires to levy the annual assessment for Fiscal Year 2015-2016 for such district.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY DOES HEREBY RESOLVE AS FOLLOWS:

1. The Board of Directors of the Town of Discovery Bay Community Services District, in an effort to deter crime, provide traffic safety, aid law enforcement, and provide a better neighborhood environment has formed an assessment district pursuant to California Streets & Highway Code, Division 15, Part 2, sections 22500 and following, pursuant to Resolution 2005-03.
2. The improvements, the operation and maintenance of which are intended to be funded by the assessments levied by the proposed assessment district, include all expenses associated with the maintenance and operation of non-privately owned landscaping, parks, street lights, and open space in the subdivision 8710 known as Ravenswood.
3. The assessment district consists of that property generally described as Subdivision 8710-Ravenswood being a subdivision of a portion of the Northwest quarter of Section 26, Township 1 North, Range 3 East, Mount Diablo Meridian as recorded in Book 458 of Maps, Pages 1-15, Contra Costa County Records.
4. HERWIT Engineering is hereby ordered to prepare a report for annual assessment for the assessment District in accordance with Article 4, of Chapter 1, of Part 2, of Division 15 (commencing with § 22565), of the California Streets and Highways Code, and to file it with the Secretary of the Board of Directors of the Town of Discovery Bay Community Services District.
5. The Board of Directors finds and declares that the formation of the assessment district, and the levy of assessments, is exempt from the requirement of the California Environmental Quality Act (CEQA), pursuant to Title 14 of the California Code of Regulations section 15273(a), in that such formation and levy is not designed to increase services, or expand a system, but is for the purpose, with respect to systems already determined to be installed pursuant to the various documents approving the Ravenswood subdivision, of meeting operating expenses, purchasing supplies, equipment and materials, meeting financial reserve needs, and obtaining funds necessary for repair and replacement to maintain such services and systems.
6. If, and when, the annual assessment is levied, the Secretary of the Board of Directors is authorized and directed to file a notice of exemption from CEQA.
7. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 6<sup>th</sup> DAY OF May 2015.

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Chris Steele  
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at this regular meeting, held on May 6, 2015, by the following vote of the Board:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Richard J. Howard  
Board Secretary



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

May 6, 2015

**Prepared By:** Dina Breitstein, Finance Manager

**Submitted By:** Rick Howard, General Manager

*RH*

### Agenda Title

Review of the FY 2013-14 "DRAFT" Audited Financial Statements for the Town of Discovery Bay

### Recommended Action

Provide comment and feedback to the DRAFT Audited Financial Statements for Fiscal Year 2013-14.

### Executive Summary

Croce, Sanguinetti, and Vander Veen performed the Fiscal Year ending June 30, 2014 Audit on behalf of the Town of Discovery Bay.

The DRAFT Year-End Audit for Fiscal Year 2013-14 is presented for Board review, comment and feedback.

Staff is seeking Board input into the Audit and once received, Croce, Sanguinetti, and Vander Veen will finalize the Financial Statements for Fiscal Year 2013-14. It is anticipated that the final approval will take place at the May 20, 2015 Regular Meeting of the Board.

### Fiscal Impact:

**Amount Requested**

**Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)**

**Prog/Fund # Category:**

### Previous Relevant Board Actions for This Item

### Attachments

1. DRAFT Financial Statements & Independent Auditors' Report - Letter to the Board of Directors
2. DRAFT Financial Statements & Independent Auditors' Report

AGENDA ITEM: G-1

\_\_\_\_\_, 2015

Board of Directors  
**Town of Discovery Bay Community  
Services District**  
1800 Willow Lake Road  
Discovery Bay, California 94505

We have audited the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the **Town of Discovery Bay Community Services District** for the year ended June 30, 2014. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards as well as certain information related to the planned scope and timing of our audit. We have communicated such information to you. Professional standards also require that we communicate to you the following information related to our audit.

#### Significant Audit Findings

##### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the **Town of Discovery Bay Community Services District** are described in Note A to the financial statements. The District implemented Governmental Accounting Standards Board Statement No. 65, *Items Previously Reported as Assets and Liabilities*, for the year ended June 30, 2014 as discussed in Note A to the financial statements. The application of existing policies was not changed during the year ended June 30, 2014. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions that have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

- Management's estimate of the allowance for doubtful accounts is based on prior years' experience and management's analysis of accounts receivable. We evaluated the key factors and assumptions used to develop the allowance for doubtful accounts in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to the financial statement users. We did not identify any sensitive financial statement disclosures.

The financial statement disclosures are neutral, consistent, and clear.

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Accordingly, the following material adjustments were identified during the audit and recorded by management:

##### Water Fund

- Entry of \$128,633 to adjust accounts receivable as of June 30, 2014
- Entry to record \$208,464 of depreciation expense as of June 30, 2014

##### Sewer Fund

- Entry to record \$1,040,007 of depreciation expense as of June 30, 2014

##### Lighting & Landscaping Zone 8

- Entry of \$13,308 to adjust accrued payroll liabilities as of June 30, 2014
- Entry of \$151,238 of depreciation expense as of June 30, 2014

##### Lighting & Landscaping Zone 9

- Entry to record \$11,395 of depreciation expense as of June 30, 2014

##### Financing Authority Fund

- Entry of \$69,973 to adjust accounts payable as of June 30, 2014.
- Entry to record \$17,619 of amortization expense relative to bond premium as of June 30, 2014.

#### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

We have requested certain representations from management that are included in the management representation letter dated \_\_\_\_\_, 2015.

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the governmental unit’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Restriction on Use

This information is intended solely for the use of the Board of Directors and management of **Town of Discovery Bay Community Services District** and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

CROCE, SANGUINETTI, & VANDER VEEN, INC.  
Certified Public Accountants



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

FINANCIAL STATEMENTS  
AND  
INDEPENDENT AUDITORS' REPORT

**JUNE 30, 2014**



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**CROCE, SANGUINETTI, & VANDER VEEN**

CERTIFIED PUBLIC ACCOUNTANTS

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## **Independent Auditors' Report**

To the Board of Directors  
**Town of Discovery Bay Community  
Services District**

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the **Town of Discovery Bay Community Services District (District)** as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditors' Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the **Town of Discovery Bay Community Services District** as of June 30, 2014, and the respective changes in financial position and, where applicable, cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3 through 11 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

CROCE, SANGUINETTI, & VANDER VEEN, INC.  
Certified Public Accountants  
Stockton, California  
\_\_\_\_\_, 2014

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

# TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

## Management's Discussion and Analysis

June 30, 2014

This narrative overview and analysis of the Town of Discovery Bay Community Services District's (District) financial activities for the fiscal year ended June 30, 2014 has been provided by the management of the District. The management's discussion and analysis is intended to serve as an introduction to the District's financial statements which follow this section and is recommended to be reviewed in conjunction with them.

### Financial Highlights

- The District's net position increased by \$753,437 over the prior year, including a \$219,426 decrease in net position of governmental activities, and a \$972,863 increase in net position of business-type activities. The District's net position is now \$43,307,613.
- Total assets of the District were \$59,192,406 with capital assets at \$40,556,920 net of accumulated depreciation. Current, non-current and other assets were \$18,635,486.
- Total liabilities were \$15,884,793 consisting of long-term liabilities of \$13,927,680 and other current liabilities of \$1,957,113.
- Assets of the District exceeded liabilities at the close of the most recent fiscal year by \$43,307,613 (net position). Of this amount, \$16,610,693 (unrestricted net position) may be used to meet the District's ongoing obligations, and \$26,696,920 is net investment in capital assets.
- On the current financial resources basis, the District's governmental fund revenues exceeded expenditures (including \$184,743 in capital outlay expenditures) by \$126,372. The proprietary fund revenues exceeded expenses by \$972,863.
- At year-end, there was \$1,204,037 in cash and investments to fund future governmental activities, and \$16,731,806 in cash and investments to fund future business-type activities.

### Overview of the Financial Statements

The District's financial statements are comprised of three components: government-wide financial statements, fund financial statements and notes to financial statements including required supplementary information.

Government-wide and fund financial statements present the results of operations for different functions of the District as follows:

1. **Government-wide financial statements** provide both long-term and short-term information about the District's overall financial position in a manner similar to private-sector business.

(Continued)

# TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

## Management's Discussion and Analysis

June 30, 2014

### Overview of the Financial Statements (Continued)

The **Statement of Net Position** displays all of the District's assets and liabilities, with the difference between the two reported as net position. The **Statement of Activities** provides all current year revenues and expenses on an accrual basis of accounting regardless of when cash is received or paid. These two government-wide statements report the District's net position and how they have changed during the fiscal year. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or weakening.

The government-wide financial statements separately present the District's functions as follows:

- **Governmental activities** include services financed mainly through property taxes. The District's general, lighting and landscaping and community center services comprise its governmental activities.
- **Business-type activities** include services financed, in whole or in part, by fees paid by those who directly benefit from the service. The District's business-type activities include providing water and wastewater services to the residents of the District.

2. **Fund financial statements** focus on the individual functions of the District, and report the District's operations in more detail than the government-wide statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used by state and local governments to control their resources that are legally restricted or otherwise earmarked for special purposes. The District reports its fund financial statements in the following two categories:

- **Governmental funds** are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on 1) short-term inflows and outflows of expendable resources, and 2) the resources remaining at the end of the fiscal year that are available for future use. Because the focus of governmental funds is narrower than the government-wide financial statements, a reconciliation that explains the relationship (or differences) between them is presented following each of the governmental fund statements.
- **Proprietary funds** are used to report the same functions presented as business-type activities in the government-wide financial statements in more detail.

**Notes to the financial statements** provide additional information that is essential to a full understanding of the data provided in the financial statements.

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Management's Discussion and Analysis**

June 30, 2014

**Financial Analysis of the Government-wide Financial Statements**

A review of net position over time may serve as a useful indicator of the District's financial position. Net position represents the difference between the District's assets and liabilities. As of June 30, 2014, the District's net position was \$43,307,613, an increase of \$753,437 from prior year. The following table outlines the District's net position by function for the current and prior fiscal years.

Town of Discovery Bay Community Services District Net Position  
(rounded to the nearest dollar)  
As of June 30, 2014 and 2013

<u>Assets</u>	<u>Governmental Activities</u>		<u>Business-type Activities</u>		<u>Total</u>		<u>Variance</u> \$
	<u>2014</u>	<u>2013</u>	<u>2014</u>	<u>2013</u>	<u>2014</u>	<u>2013</u>	
Current and other assets	\$ 1,325,288	\$ 1,518,860	\$ 9,566,165	\$ 7,681,181	\$ 10,891,453	\$ 9,200,041	\$ 1,691,412
Restricted assets	-	-	7,685,328	12,451,709	7,685,328	12,451,709	(4,766,381)
Non-current assets	-	-	58,705	60,802	58,705	60,802	(2,097)
Capital assets, net	<u>2,464,607</u>	<u>2,442,704</u>	<u>38,092,313</u>	<u>33,524,489</u>	<u>40,556,920</u>	<u>35,967,193</u>	<u>4,589,727</u>
Total assets	<u>3,789,895</u>	<u>3,961,564</u>	<u>55,402,511</u>	<u>53,718,181</u>	<u>59,192,406</u>	<u>57,679,745</u>	<u>1,512,661</u>
<u>Liabilities</u>							
Current liabilities	197,426	149,859	1,759,687	733,078	1,957,113	882,937	1,074,176
Non-current liabilities	<u>7,241</u>	<u>7,051</u>	<u>13,920,439</u>	<u>14,235,581</u>	<u>13,927,680</u>	<u>14,242,632</u>	<u>(314,952)</u>
Total liabilities	<u>204,667</u>	<u>156,910</u>	<u>15,680,126</u>	<u>14,968,659</u>	<u>15,884,793</u>	<u>15,125,569</u>	<u>759,224</u>
<u>Net Position</u>							
Invested in capital assets	2,464,607	2,442,704	24,232,313	19,374,489	26,696,920	21,817,193	4,879,727
Unrestricted	<u>1,120,621</u>	<u>1,361,950</u>	<u>15,490,072</u>	<u>19,375,033</u>	<u>16,610,693</u>	<u>20,736,983</u>	<u>(4,126,290)</u>
Total net position	<u>\$ 3,585,228</u>	<u>\$ 3,804,654</u>	<u>\$ 39,722,385</u>	<u>\$ 38,749,522</u>	<u>\$ 43,307,613</u>	<u>\$ 42,554,176</u>	<u>\$ 753,437</u>

By far the largest portion of the District's net position (62%) reflects its net capital assets (e.g., land, buildings and improvements, equipment, etc.). The District uses its capital assets to provide the services it is responsible for and those assets don't represent future expendable resources. The second largest portion of the District's net position, approximately 38%, reflects its unrestricted net position, which may be used to meet the government's ongoing obligations.

(Continued)

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Management's Discussion and Analysis**

June 30, 2014

**Financial Analysis of the Government-wide Financial Statements (Continued)**

The following table displays the change in the District's net position for the year ended June 30, 2014.

Town of Discovery Bay Community Services District Change in Net Position

Revenues	Governmental Activities		Business-type Activities		Total	
	2014	2013	2014	2013	2014	2013
Program revenues						
Charges for services	\$ 93,470	\$ 58,284	\$ 7,126,493	\$ 7,133,748	\$ 7,219,963	\$ 7,164,032
Operating grants and contributions	1,155	3,509	-	-	1,155	3,509
Capital grants and contributions	-	422,330	-	-	-	422,330
General revenues						
Property taxes	493,659	443,156	-	-	493,659	471,156
Assessments	110,814	112,878	-	-	110,814	112,878
Investment income	-	-	627	3,739	627	3,739
Other	409,730	121,837	284,161	4,002	693,891	125,839
Total revenues	<u>1,108,828</u>	<u>1,161,994</u>	<u>7,411,281</u>	<u>7,141,489</u>	<u>8,520,109</u>	<u>8,303,483</u>
Expenses						
General government	322,429	115,672	-	-	322,429	115,672
Community center	26,573	89,411	-	-	26,573	89,411
Lighting and landscaping						
Zone 8	844,983	775,081	-	-	844,983	775,081
Lighting and landscaping						
Zone 9	134,269	110,962	-	-	134,269	110,962
Water	-	-	2,399,050	2,438,623	2,399,050	2,438,623
Sewer	-	-	3,519,561	3,091,672	3,519,561	3,091,672
Financing authority	-	-	519,807	778,171	519,807	778,171
Total expenses	<u>1,328,254</u>	<u>1,091,126</u>	<u>6,438,418</u>	<u>6,308,466</u>	<u>7,766,672</u>	<u>7,399,592</u>
Transfers	-	-	-	-	-	-
Change in net position	(219,426)	70,868	972,863	833,023	753,437	903,891
Net position, beginning of year	<u>3,804,654</u>	<u>3,733,786</u>	<u>38,749,522</u>	<u>37,916,499</u>	<u>42,554,176</u>	<u>41,650,285</u>
Net position, end of year	<u>\$ 3,585,228</u>	<u>\$ 3,804,654</u>	<u>\$ 39,722,385</u>	<u>\$ 38,749,522</u>	<u>\$ 43,307,613</u>	<u>\$ 42,554,176</u>

The \$753,437 increase in net position is attributed to each function as follows:

**Governmental Activities**

- Charge for services increased by \$35,186 due to program fees and pool fees received as a result of the purchase of the community center.
- Capital grants and contributions decreased by \$422,330 due to grant monies received from East Bay Regional Park District Measure WW Park Bond in prior year June 30, 2013.
- Other revenue increased by \$287,893 due to an increase in reimbursements.
- Costs for salaries increased \$63,229 (41%).

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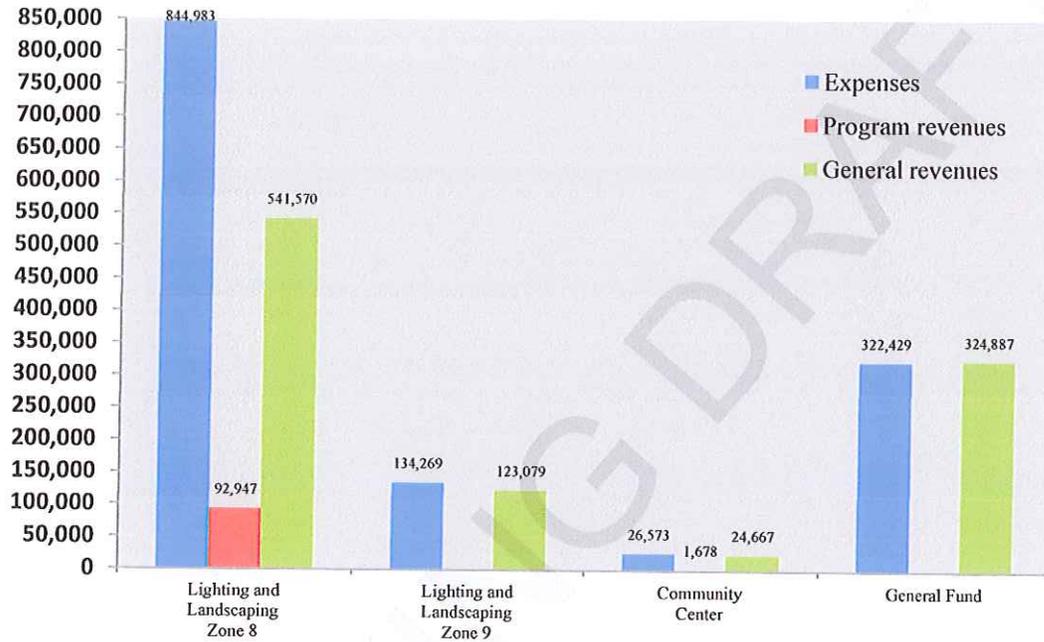
TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Management's Discussion and Analysis

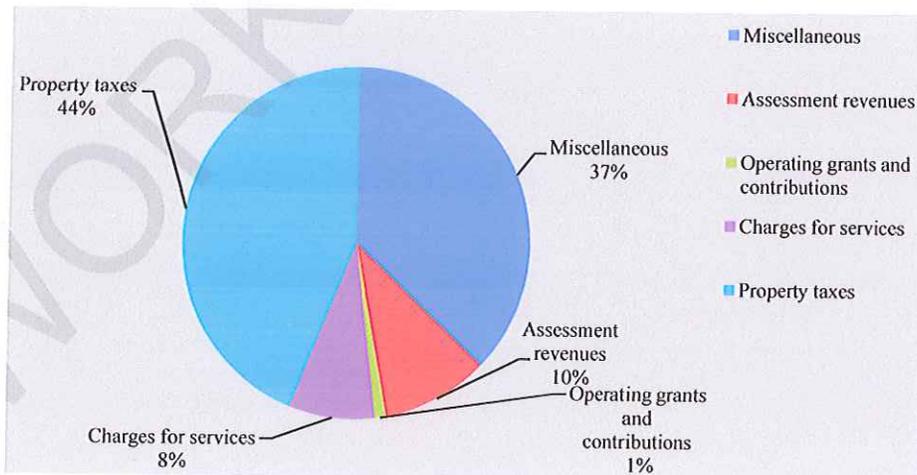
June 30, 2014

Financial Analysis of the Government-wide Financial Statements (Continued)

Expenses and Revenues - Governmental Activities



Revenues by Source - Governmental Activities



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TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Management's Discussion and Analysis

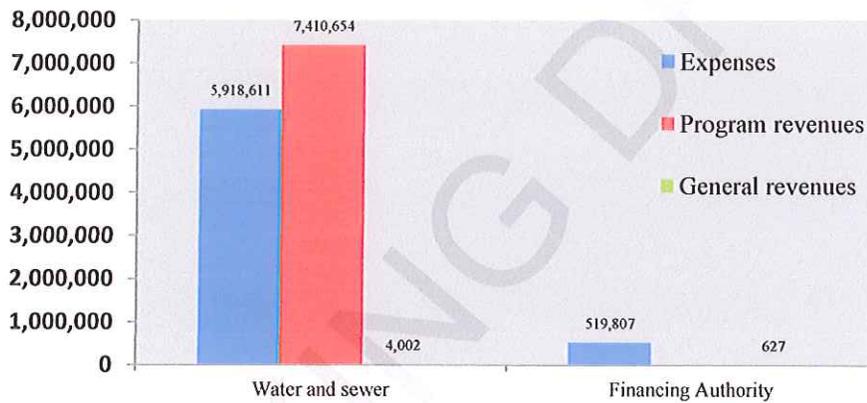
June 30, 2014

Financial Analysis of the Government-wide Financial Statements (Continued)

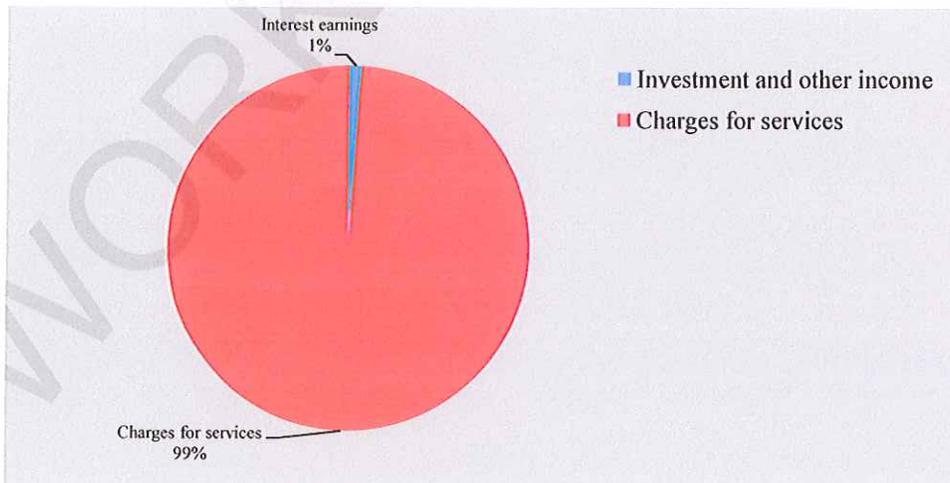
Business-type Activities

- Other revenues increased \$280,159 (70%) due to an increase in reimbursement revenue.
- Expenses increased \$129,952 (2%) primarily due to higher contract services, utilities, and consulting services and lower repairs and maintenance and depreciation.

Expenses and Revenues - Business-type Activities



Revenues by Source - Business-type Activities



# TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

## Management's Discussion and Analysis

June 30, 2014

### Financial Analysis of the District's Funds

As noted earlier, the District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

#### *Governmental Funds*

The focus of the District's governmental funds is to provide information on the short-term inflows and outflows and balances of current expendable resources. In particular, the *unassigned fund balance* presented in the balance sheet may serve as a useful measure of the District's resources available for spending at the end of its fiscal year.

As of the end of the current fiscal year, the District's combined governmental fund revenues exceeded expenditures by \$126,372 primarily due to increased revenues and decreased expenditures. This resulted in a \$126,372 increase in the combined ending fund balance of the District's governmental funds. The fund balance of the Lighting and landscaping Zone 8 fund increased by \$164,517, the fund balance of the Lighting and landscaping Zone 9 fund decreased by \$2,298, the fund balance of the community center fund decreased by \$5,815, and the fund balance of the general fund decreased by \$30,032. At year-end, the combined fund balance of the governmental funds was \$1,095,373, consisting of unassigned funds, which is available for spending at the government's discretion.

#### *Proprietary Funds*

The District's proprietary fund statements provide the same type of information, in more detail, on the business-type activities presented in the government-wide financial statements.

The net position of the proprietary funds increased by \$972,863 from \$38,749,522 to \$39,722,385. The net position included \$15,490,072 in unrestricted net position which has decreased by \$3,884,961 or 20% from the previous year. The decrease in unrestricted net position is primarily due to an increase in operating expenses.

### Capital Asset and Debt Administration

#### *Capital Assets*

At the end of fiscal year 2014, the District's investment in capital assets amounted to \$40,556,920 (net of accumulated depreciation). This investment in capital assets includes land, buildings and improvements, equipment, vehicles, structures and improvements, and treatment and collection.

(Continued)

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Management's Discussion and Analysis**

June 30, 2014

**Capital Asset and Debt Administration (Continued)**

The District's total investment in capital assets before depreciation increased by \$5,969,349 from \$45,693,758 to \$51,663,107. Significant additions to capital assets included:

- Dewatering and solar dryer #3 project (\$1,643,539)
- Belt Filter Press #3 (\$207,193)
- Influent pump station and pump station W project (1,762,896)
- Secondary process improvements - Plant #2 (\$875,636)
- Pump station F improvements (\$408,122)
- Well and pump station #7 (\$564,505)
- Cornell Park improvements and equipment (\$68,264)
- Community center improvements (\$110,685)

The following table displays the changes in District's capital assets, net of accumulated depreciation.

Town of Discovery Bay Community Services District's Capital Assets  
(net of depreciation, in rounded dollars)

	Governmental Activities		Business-type Activities		Total	
	2014	2013	2014	2013	2014	2013
Land	\$ 415,930	\$ 415,930	\$ 307,000	\$ 307,000	\$ 722,930	\$ 722,930
Buildings and improvements	2,817,767	2,663,139	1,386,202	1,355,290	4,203,969	4,018,429
Treatment and collection	-	-	30,905,120	30,167,458	30,905,120	30,167,458
Structure and improvements	-	-	6,689,926	6,689,926	6,689,926	6,689,926
Equipment	238,883	146,299	1,033,096	999,628	1,271,979	1,145,927
Office furniture and equipment	19,617	7,450	-	-	19,617	7,450
Vehicles	55,424	55,424	382,778	382,778	438,202	438,202
Construction in progress	<u>11,582</u>	<u>86,218</u>	<u>7,399,782</u>	<u>2,417,218</u>	<u>7,411,364</u>	<u>2,503,436</u>
Total	3,559,203	3,374,460	48,103,904	42,319,298	51,663,107	45,693,758
Less accumulated depreciation	<u>(1,094,596)</u>	<u>(931,756)</u>	<u>(10,011,591)</u>	<u>(8,794,809)</u>	<u>(11,106,187)</u>	<u>(9,726,565)</u>
Net capital assets	<u>\$ 2,464,607</u>	<u>\$ 2,442,704</u>	<u>\$38,092,313</u>	<u>\$33,524,489</u>	<u>\$40,556,920</u>	<u>\$35,967,193</u>

Additional information on the District's capital assets can be found in Note E of the "Notes to Financial Statements" section.

**Debt Administration**

At June 30, 2014, the District had \$13,860,000 in debt outstanding as compared to \$14,150,000 for the prior year. During fiscal year 2013, the District received Series 2012 Enterprise Revenue Bonds to finance the acquisition and construction of certain improvements to the water and wastewater systems. Additional information regarding the District's debt can be found in Note F of this report.

# **TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

## **Management's Discussion and Analysis**

June 30, 2014

### **Economic Factors and Next Year's Budgets and Rates**

The District has experienced moderate growth which is expected to continue over the next 3-5 years as the economy recovers. This growth will further create demand for water and wastewater services and additional capital facilities. These demands have been addressed in the District's capital improvement program. The District is currently in the process of reviewing rates for water and wastewater services to evaluate the District's financial needs and rate structure.

### **Contacting the District's Financial Management**

This financial report is designed to provide a general overview of the District's finances and to demonstrate the District's financial accountability and compliance with applicable laws for all those with an interest in the District's finances. Questions concerning any of the information provided in this report, or requests for additional financial information can be addressed to Town of Discovery Bay Community Services District, Attention: General Manager, 1800 Willow Lake Road, Discovery Bay, California 94505.

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Statement of Net Position**

June 30, 2014

	<u>Governmental activities</u>	<u>Business-type activities</u>	<u>Total</u>
<b>Assets</b>			
Current assets:			
Cash and investments	\$ 1,204,037	\$ 9,046,478	\$ 10,250,515
Restricted - cash and investments	-	7,685,328	7,685,328
Accounts receivable, net of allowance for doubtful accounts	113,899	398,395	512,294
Advances on taxes	2,773	832	3,605
Due from other funds	-	120,460	120,460
Inventory	4,579	-	4,579
Non-current assets:			
Debt issuance costs-prepaid insurance, net	-	58,705	58,705
Capital assets, net of accumulated depreciation	<u>2,464,607</u>	<u>38,092,313</u>	<u>40,556,920</u>
Total assets	<u>3,789,895</u>	<u>55,402,511</u>	<u>59,192,406</u>
<b>Deferred outflows of resources</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Liabilities</b>			
Current liabilities:			
Accounts payable	58,992	1,389,412	1,448,404
Accrued payroll	17,974	27,886	45,860
Interest payable	-	44,409	44,409
Deferred revenue	-	2,980	2,980
Due to other funds	120,460	-	120,460
Bonds payable-current	-	295,000	295,000
Non-current liabilities:			
Compensated absences	7,241	25,634	32,875
Bonds payable	-	13,565,000	13,565,000
Unamortized bond premium	<u>-</u>	<u>329,805</u>	<u>329,805</u>
Total liabilities	<u>204,667</u>	<u>15,680,126</u>	<u>15,884,793</u>
<b>Deferred inflows of resources</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net Position</b>			
Net investment in capital assets	2,464,607	24,232,313	26,696,920
Unrestricted	<u>1,120,621</u>	<u>15,490,072</u>	<u>16,610,693</u>
Total net position	<u>\$ 3,585,228</u>	<u>\$ 39,722,385</u>	<u>\$ 43,307,613</u>

The accompanying notes are an integral part of this financial statement.

**STATEMENT OF ACTIVITIES**

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Statement of Activities**

For the year ended June 30, 2014

	<u>Expenses</u>	<u>Program revenues</u>		
		<u>Charges for services</u>	<u>Operating grants and contributions</u>	<u>Capital grants and contributions</u>
<b>Governmental activities</b>				
General government	\$ 322,429	\$ -	\$ -	\$ -
Community center	26,573	523	1,155	-
Lighting and landscaping Zone 8	844,983	92,947	-	-
Lighting and landscaping Zone 9	<u>134,269</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total governmental activities	<u>1,328,254</u>	<u>93,470</u>	<u>1,155</u>	<u>-</u>
<b>Business-type activities</b>				
Water	2,399,050	3,325,183	-	-
Sewer	3,519,561	3,801,310	-	-
Financing Authority	<u>519,807</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total business-type activities	<u>6,438,418</u>	<u>7,126,493</u>	<u>-</u>	<u>-</u>
<b>Total government</b>	<u>\$ 7,766,672</u>	<u>\$ 7,219,963</u>	<u>\$ 1,155</u>	<u>\$ -</u>

**General revenues**

    Taxes

        Property taxes

        Homeowners property tax relief

    Assessments

    Investment income

    Other income

**Transfers**

    Total general revenues and transfers

**Change in net position**

    Net position, beginning of year

    Net position, end of year

Net (expense) revenue and changes in net position

<u>Governmental activities</u>	<u>Business-type activities</u>	<u>Totals</u>
\$ (322,429)	\$ -	\$ (322,429)
(24,895)	-	(24,895)
(752,036)	-	(752,036)
<u>(134,269)</u>	<u>-</u>	<u>(134,269)</u>
 <u>(1,233,629)</u>	 <u>-</u>	 <u>(1,233,629)</u>
 -	926,133	926,133
-	281,749	281,749
<u>-</u>	<u>(519,807)</u>	<u>(519,807)</u>
 <u>-</u>	 <u>688,075</u>	 <u>688,075</u>
 <u>(1,233,629)</u>	 <u>688,075</u>	 <u>(545,554)</u>
 489,120	-	489,120
4,539	-	4,539
110,814	-	110,814
-	627	627
409,730	284,161	693,891
<u>-</u>	<u>-</u>	<u>-</u>
 <u>1,014,203</u>	 <u>284,788</u>	 <u>1,298,991</u>
(219,426)	972,863	753,437
<u>3,804,654</u>	<u>38,749,522</u>	<u>42,554,176</u>
 <u>\$ 3,585,228</u>	 <u>\$ 39,722,385</u>	 <u>\$ 43,307,613</u>

The accompanying notes are an integral part of this financial statement.

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Balance Sheet  
Governmental Funds**

June 30, 2014

	<u>General fund</u>	<u>Special revenue funds</u>			<u>Total governmental funds</u>
		<u>Community center</u>	<u>Lighting and landscaping Zone 8</u>	<u>Lighting and landscaping Zone 9</u>	
<b>Assets</b>					
Cash and investments	\$ 27,213	\$ 452,516	\$ 575,852	\$ 148,456	\$ 1,204,037
Accounts receivable	81,410	-	-	-	81,410
Advances on taxes	-	-	2,773	-	2,773
Inventory	-	4,579	-	-	4,579
Total assets	<u>\$ 108,623</u>	<u>\$ 457,095</u>	<u>\$ 578,625</u>	<u>\$ 148,456</u>	<u>\$ 1,292,799</u>
<b>Liabilities and Fund Balances</b>					
<b>Liabilities</b>					
Accounts payable	\$ 12,055	\$ 1,261	\$ 36,483	\$ 9,193	\$ 58,992
Accrued payroll	685	-	16,545	744	17,974
Due to others funds	<u>120,460</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>120,460</u>
Total liabilities	<u>133,200</u>	<u>1,261</u>	<u>53,028</u>	<u>9,937</u>	<u>197,426</u>
<b>Fund balances</b>					
<b>Committed to:</b>					
Community center	-	455,834	-	-	455,834
Lighting and landscaping Zone 8	-	-	525,597	-	525,597
Lighting and landscaping Zone 9	-	-	-	138,519	138,519
Unassigned	<u>(24,577)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(24,577)</u>
Total fund balances	<u>(24,577)</u>	<u>455,834</u>	<u>525,597</u>	<u>138,519</u>	<u>1,095,373</u>
Total liabilities and fund balances	<u>\$ 108,623</u>	<u>\$ 457,095</u>	<u>\$ 578,625</u>	<u>\$ 148,456</u>	<u>\$ 1,292,799</u>

**Reconciliation to statement of net position**

Total governmental fund balances	\$ 1,095,373
Amounts reported for governmental activities in the statement of net position are different because:	
Accounts receivable in governmental funds are not available to pay for current period expenditures	32,489
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds	2,464,607
Long-term liabilities are not due and payable in the current period, and, therefore, are not reported in the balance sheet of governmental funds	<u>(7,241)</u>
Net position of governmental activities	<u>\$ 3,585,228</u>

The accompanying notes are an integral part of this financial statement.

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Statement of Revenues, Expenditures, and Changes in Fund Balances  
Governmental Funds**

For the year ended June 30, 2014

	<u>General fund</u>	<u>Special revenue funds</u>			<u>Total governmental funds</u>
		<u>Community center</u>	<u>Lighting and landscaping Zone 8</u>	<u>Lighting and landscaping Zone 9</u>	
<b>Revenues</b>					
Property taxes	\$ -	\$ -	\$ 483,722	\$ 5,398	\$ 489,120
Assessment income	-	-	-	110,814	110,814
Grant income	-	-	400,000	-	400,000
Homeowners property tax relief	-	-	4,539	-	4,539
Other	292,397	25,190	145,256	6,867	469,710
Contributions	-	1,155	1,000	-	2,155
Total revenues	<u>292,397</u>	<u>26,345</u>	<u>1,034,517</u>	<u>123,079</u>	<u>1,476,338</u>
<b>Expenditures</b>					
Repairs and maintenance	-	-	186,518	55,716	242,234
Utilities	-	-	142,601	13,220	155,821
Payroll	30,528	-	227,767	28,483	286,778
Other	291,901	13,181	41,396	13,391	359,869
Insurance	-	-	22,036	10,687	32,723
Professional fees	-	13,185	70,733	3,880	87,798
Capital outlay	-	5,794	178,949	-	184,743
Total expenditures	<u>322,429</u>	<u>32,160</u>	<u>870,000</u>	<u>125,377</u>	<u>1,349,966</u>
<b>Net change in fund balances</b>	(30,032)	(5,815)	164,517	(2,298)	126,372
<b>Fund balances, beginning of year</b>	<u>5,455</u>	<u>461,649</u>	<u>361,080</u>	<u>140,817</u>	<u>969,001</u>
<b>Fund balances, end of year</b>	<u>\$ (24,577)</u>	<u>\$ 455,834</u>	<u>\$ 525,597</u>	<u>\$ 138,519</u>	<u>\$ 1,095,373</u>

(Continued)

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Statement of Revenues, Expenditures, and Changes in Fund Balances  
Governmental Funds (Continued)**

For the year ended June 30, 2014

**Reconciliation to statement of activities**

Net change in fund balances - governmental funds	\$ 126,372
Amounts reported for governmental activities in the statement of net position are different because of the following:	
Depreciation expense related to capital assets is recognized in the statement of activities, but is not reported in the funds	(162,840)
Governmental funds report capital outlays as expenditures while governmental activities record depreciation expense to allocate those expenditures over the life of the assets	184,743
Change in compensated absences is recorded as an expense in the statement of activities	(190)
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds	<u>(367,511)</u>
Change in net position of governmental activities	<u>\$ (219,426)</u>

The accompanying notes are an integral part of this financial statement.

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Statement of Net Position  
Proprietary Funds**

June 30, 2014

	<u>Water fund</u>	<u>Sewer fund</u>	<u>Financing Authority fund</u>	<u>Total</u>
<b><u>Assets and Deferred Outflows of Resources</u></b>				
<b>Current assets</b>				
Cash and investments	\$ 4,164,213	\$ 4,882,265	\$ 7,685,328	\$ 16,731,806
Accounts receivable, net	217,130	181,265	-	398,395
Advances on taxes	333	499	-	832
Due from other funds	<u>48,184</u>	<u>72,276</u>	<u>-</u>	<u>120,460</u>
Total current assets	<u>4,429,860</u>	<u>5,136,305</u>	<u>7,685,328</u>	<u>17,251,493</u>
<b>Non-current assets</b>				
Debt issuance cost - prepaid insurance	-	-	58,705	58,705
Debt service - installment receivable	-	-	22,250	22,250
Capital assets, net of accumulated depreciation	<u>5,750,639</u>	<u>24,947,216</u>	<u>7,394,458</u>	<u>38,092,313</u>
Total non-current assets	<u>5,750,639</u>	<u>24,947,216</u>	<u>7,475,413</u>	<u>38,173,268</u>
<b>Deferred outflows of resources</b>				
Total assets and deferred outflows of resources	<u>\$10,180,499</u>	<u>\$30,083,521</u>	<u>\$ 15,160,741</u>	<u>\$ 55,424,761</u>
<b><u>Liabilities, Deferred Inflows of Resources and Net Position</u></b>				
<b>Current liabilities (payable from current assets)</b>				
Accounts payable	242,429	146,104	1,000,879	1,389,412
Accrued payroll	14,808	13,078	-	27,886
Interest payable	-	-	44,409	44,409
Deferred revenue	2,980	-	-	2,980
Bonds payable - current	<u>-</u>	<u>-</u>	<u>295,000</u>	<u>295,000</u>
Total current liabilities	<u>260,217</u>	<u>159,182</u>	<u>1,340,288</u>	<u>1,759,687</u>
<b>Non-current liabilities</b>				
Debt service - installment payable	-	22,250	-	22,250
Compensated absences	15,264	10,370	-	25,634
Bonds payable	-	-	13,565,000	13,565,000
Unamortized bond premium	<u>-</u>	<u>-</u>	<u>329,805</u>	<u>329,805</u>
Total non-current liabilities	<u>15,264</u>	<u>32,620</u>	<u>13,894,805</u>	<u>13,942,689</u>
<b>Deferred inflows of resources</b>				
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net Position</b>				
Net investment in capital assets	5,750,639	24,947,216	(6,465,542)	24,232,313
Unrestricted				
Board designated	2,267,285	3,225,928	-	5,493,213
Undesignated	<u>1,887,094</u>	<u>1,718,575</u>	<u>6,391,190</u>	<u>9,996,859</u>
Total net position	<u>9,905,018</u>	<u>29,891,719</u>	<u>(74,352)</u>	<u>39,722,385</u>
Total liabilities, deferred inflows of resources and net position	<u>\$10,180,499</u>	<u>\$30,083,521</u>	<u>\$ 15,160,741</u>	<u>\$ 55,424,761</u>

The accompanying notes are an integral part of this financial statement.

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Statement of Revenues, Expenses and Change in Net Position  
Proprietary Funds**

For the year ended June 30, 2014

	<u>Water fund</u>	<u>Sewer fund</u>	<u>Financing Authority fund</u>	<u>Total</u>
<b>Operating revenues</b>				
Charges for services	\$ 3,257,514	\$ 3,406,521	\$ -	\$ 6,664,035
Connection fees	67,668	351,073	-	418,741
Other	<u>133,524</u>	<u>150,637</u>	-	<u>284,161</u>
Total operating revenues	<u>3,458,706</u>	<u>3,908,231</u>	-	<u>7,366,937</u>
<b>Operating expenses</b>				
Contract services	527,607	784,231	-	1,311,838
Depreciation	208,464	1,040,007	-	1,248,471
Repairs and maintenance	499,031	394,862	-	893,893
Utilities	339,559	339,422	-	678,981
Payroll	366,309	292,445	-	658,754
Miscellaneous	160,573	196,064	-	356,637
Professional fees	104,110	170,499	-	274,609
Insurance	62,685	99,340	2,097	164,122
Permits and fees	24,997	55,639	-	80,636
Supplies	18,334	21,090	-	39,424
Chemicals	20,445	15,400	-	35,845
Directors' expenses	13,887	20,771	-	34,658
Telephone and communications	10,722	20,990	-	31,712
Memberships	7,411	12,409	-	19,820
Staff training	5,519	3,029	-	8,548
Public communication	<u>5,315</u>	-	-	<u>5,315</u>
Total operating expenses	<u>2,374,968</u>	<u>3,466,198</u>	<u>2,097</u>	<u>5,843,263</u>
<b>Operating income (loss)</b>	<u>1,083,738</u>	<u>442,033</u>	<u>(2,097)</u>	<u>1,523,674</u>
<b>Nonoperating revenues (expenses)</b>				
Investment income	-	-	627	627
Bad debt expense	(24,083)	-	-	(24,083)
Loss on asset disposal	-	(9,645)	-	(9,645)
Interest expense	-	-	(517,710)	(517,710)
Total nonoperating revenues (expenses)	<u>(24,083)</u>	<u>(9,645)</u>	<u>(517,083)</u>	<u>(550,811)</u>
<b>Operating transfers in (out)</b>	<u>(72,438)</u>	<u>(753,371)</u>	<u>825,809</u>	-
<b>Change in net position</b>	987,217	(320,983)	306,629	972,863
<b>Net position, beginning of year</b>	<u>8,917,801</u>	<u>30,212,702</u>	<u>(380,981)</u>	<u>38,749,522</u>
<b>Net position, end of year</b>	<u>\$ 9,905,018</u>	<u>\$ 29,891,719</u>	<u>\$ (74,352)</u>	<u>\$ 39,722,385</u>

The accompanying notes are an integral part of this financial statement.

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Statement of Cash Flows  
Proprietary Funds**

For the year ended June 30, 2014

	Water fund	Sewer fund	Financing Authority fund	Total
<b>Cash flows from operating activities</b>				
Receipts from customers	\$ 3,441,222	\$ 3,931,585	\$ -	\$ 7,372,807
Payments to vendors and suppliers	(1,625,593)	(2,157,541)	911,282	(2,871,852)
Payments to employees and directors	(376,131)	(312,713)	-	(688,844)
Payments to other funds for services	<u>(48,184)</u>	<u>(72,276)</u>	-	<u>(120,460)</u>
Net cash provided by operating activities	<u>1,391,314</u>	<u>1,389,055</u>	<u>911,282</u>	<u>3,691,651</u>
<b>Cash flows from non-capital financing activities</b>				
Principal payments on bonds payable	-	-	(290,000)	(290,000)
Interest payments on bonds payable	-	-	(535,813)	(535,813)
Transfers out	<u>(72,438)</u>	<u>(753,371)</u>	<u>825,809</u>	<u>-</u>
Net cash used in non-capital financing activities	<u>(72,438)</u>	<u>(753,371)</u>	<u>(4)</u>	<u>(825,813)</u>
<b>Cash flows from capital and related financing activities</b>				
Acquisition of capital assets	<u>(24,171)</u>	<u>(123,483)</u>	<u>(5,678,286)</u>	<u>(5,825,940)</u>
Net cash used in capital and related financing activities	<u>(24,171)</u>	<u>(123,483)</u>	<u>(5,678,286)</u>	<u>(5,825,940)</u>
<b>Cash flows from investing activities</b>				
Interest income	-	-	627	627
Net cash provided by investing activities	-	-	627	627
<b>Net increase (decrease) in cash and cash equivalents</b>	1,294,705	512,201	(4,766,381)	(2,959,475)
<b>Cash and cash equivalents, beginning of year</b>	<u>2,869,508</u>	<u>4,370,064</u>	<u>12,451,709</u>	<u>19,691,281</u>
<b>Cash and cash equivalents, end of year</b>	<u>\$ 4,164,213</u>	<u>\$ 4,882,265</u>	<u>\$ 7,685,328</u>	<u>\$16,731,806</u>
<b>Reconciliation of operating income (loss) to net cash provided by operating activities</b>				
Operating income (loss)	\$ 1,083,738	\$ 442,033	\$ (2,097)	\$ 1,523,674
Adjustments to reconcile operating income (loss) to net cash provided by operating activities				
Depreciation	208,464	1,040,007	-	1,248,471
Change in assets and liabilities				
Accounts receivable	(5,055)	23,354	-	18,299
Due from other funds	(48,184)	(72,276)	-	(120,460)
Debt issuance costs - prepaid insurance	-	-	2,097	2,097
Accounts payable	160,715	(44,566)	911,282	1,027,431
Accrued payroll	2,879	4,212	-	7,091
Compensated absences	1,186	(3,709)	-	(2,523)
Deferred revenue	<u>(12,429)</u>	-	-	<u>(12,429)</u>
Net cash provided by operating activities	<u>\$ 1,391,314</u>	<u>\$ 1,389,055</u>	<u>\$ 911,282</u>	<u>\$ 3,691,651</u>

The accompanying notes are an integral part of this financial statement.

# TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

## Notes to Financial Statements

June 30, 2014

### Note A - Summary of Significant Accounting Policies

This summary of significant accounting policies of the Town of Discovery Bay Community Services District (the District) is presented to assist in understanding the District's financial statements.

#### Description of the reporting entity

The Town of Discovery Bay Community Services District, formerly known as Discovery Bay Community Services District was formed by the residents of Discovery Bay under the authority of the Cortese-Knox Act (Gov. C. Sec. 56000). This newly formed special district was formed as a result of a petition of residents to provide services to the residents of Discovery Bay. Effective July 1, 1998, the District assumed the responsibilities, funding, and assets previously held by the dissolved Sanitation District #19. During November 1998, the residents of Discovery Bay voted to activate the latent powers of the District to include recreation; specifically, to acquire, fund, and operate a Community Center.

Effective August 13, 2003, the Local Agency Formation Commission (LAFCO) of Contra Costa County dissolved County Service Area M-8 and annexed the territory to the Town of Discovery Bay Community Services District. The District is responsible for maintaining the lighting, landscaping, and parks within Service Area M-8 of the Town of Discovery Bay.

The Town of Discovery Bay Community Services District formed an assessment district known as Ravenswood Improvement District - Discovery Bay Lighting and landscaping Zone 9 for the purpose of providing for the operation and maintenance of landscaping, parks and open space in the subdivision known as Ravenswood.

The purpose of the Town of Discovery Bay Community Services District, a multipurpose independent district, is to represent the residents of Discovery Bay in any matters covered under the California Government Code relating to a Community Services District. In addition to the purposes listed in the Government Code, the District has been ordered by LAFCO and the Board of Supervisors to perform an advisory role for the residents of Discovery Bay. This role includes, but is not limited to, advising the County in matters of land use planning, zoning, compliance, roads and streets, lighting, landscaping, parks and public safety services. The District also provides water and sewer services to the Town of Discovery Bay.

As required by accounting principles generally accepted in the United States of America and the Governmental Accounting Standards Board, these financial statements present the government and its component units, entities for which the government is considered to be

(Continued)

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Notes to Financial Statements**

June 30, 2014

**Note A - Summary of Significant Accounting Policies (Continued)**

financially accountable. Blended component units, although legally separate entities, are, in substance, part of the government's operations and so data from these units are combined with data of the primary government.

The District's financial reporting entity is composed of the following:

Primary Government:	Town of Discovery Bay Community Services District
Blended Component Unit:	Discovery Bay Public Financing Authority

In determining the financial reporting entity, the District complies with the provisions of GASB Statement No. 14, *The Financial Reporting Entity*.

*Blended Component Units*

The Town of Discovery Bay Community Services District (the District) and the Byron Bethany Irrigation District entered into a Joint Exercise of Powers Agreement dated July 1, 2012, forming the Discovery Bay Public Financing Authority (the Authority). The Authority is authorized to borrow money for the purpose of assisting the District in financing various public capital improvements and facilities. The Authority issued revenue bonds in order to fund such expenditures. The Authority is controlled by the District and has the same governing body as the District, which also performs all accounting and administrative functions for the Authority. The financial activities of the Authority have been included (termed "blended") in these financial statements in the business-type activities.

*Government-wide financial statements*

The Statement of Net Position and Statement of Activities display information about the primary government, the District and its blended component unit. These statements include the financial activities of the overall District government, except for fiduciary activities.

Eliminations have been made to minimize the double counting of internal activities. These statements distinguish between governmental and business-type activities. Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange transactions. Business-type activities are financed in whole or in part by fees charged to external parties.

The Statement of Activities presents a comparison between direct expenses and program revenues for each segment of the business-type activities of the District and for each function

(Continued)

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Notes to Financial Statements**

June 30, 2014

**Note A - Summary of Significant Accounting Policies (Continued)**

of the District's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) charges paid by the recipients of goods or services offered by the programs, (b) grants and contributions that are restricted to meeting the operational needs of a particular program, and (c) fees, grants, and contributions that are restricted to financing the acquisition or construction of capital assets. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

*Fund financial statements*

Fund financial statements of the reporting entity are organized into funds, each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts that constitutes its assets, liabilities, fund equity, revenues, and expenditures/expenses. Funds are organized into two major categories: governmental and proprietary. The District presently has no fiduciary funds. An emphasis is placed on major funds within the governmental and enterprise categories. A fund is considered major if it is the primary operating fund of the District or meets the following criteria:

- a. Total assets, liabilities, revenues, or expenditures/expenses of that individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of that category or type, and
- b. Total assets, liabilities, revenues, or expenditures/expenses of the individual governmental or enterprise fund are at least 5 percent of the corresponding total for all governmental and enterprise funds combined.

The funds of the financial reporting entity are described below:

*Governmental Funds*

The General Fund is the primary operating fund of the District and is always classified as a major fund. It is used to account for all activities except those legally or administratively required to be accounted for in other funds.

Special Revenue Funds are used to account for the proceeds of the specific revenue sources that are either legally restricted to expenditures for specified purposes or designated to finance particular functions or activities of the District. The reporting entity includes the following special revenue funds, all of which are reported as major funds:

(Continued)

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Notes to Financial Statements**

June 30, 2014

**Note A - Summary of Significant Accounting Policies (Continued)**

<u>Fund</u>	<u>Brief description</u>
Community Center	Accounts for revenues and expenditures of acquiring, funding, and operating a community center.
Lighting and landscaping Zone 8	Accounts for revenues and expenditures related to maintenance of street lighting and landscaping facilities and services; local parks and recreation facilities and services; parkway facilities and services; and open space facilities and services Zone 8.
Lighting and landscaping Zone 9	Accounts for revenues and expenditures related to operation and maintenance of landscaping, parks and open space in the subdivision known as Ravenswood.

Proprietary Funds

Enterprise Funds are used to account for business-like activities provided to the general public. These activities are financed primarily by user charges, and the measurement of financial activity focuses on net income measurement similar to the private sector. The reporting entity includes the following enterprise funds, all of which are reported as major funds:

<u>Fund</u>	<u>Brief description</u>
Water Fund	Accounts for the activities of providing water services to the residents of the District. All activities necessary to provide such services are accounted for in this fund, including administration, operations, capital improvements, maintenance, financing and related debt service, and billing and collection.
Sewer Fund	Accounts for the activities associated with operating and maintaining the Districts collection and treatment of wastewater. All activities necessary to provide such services are accounted for in this fund, including administration, operations, capital improvements, maintenance, financing and related debt service, and billing and collection.
Financing Authority Fund	Accounts for facilitating the financing of public capital improvements and facilities for the District's water and wastewater system. All activities necessary to provide such services are accounted for in this fund, including administration, operations, capital improvements, maintenance, financing and related debt, and billing and collection.

(Continued)

# TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

## Notes to Financial Statements

June 30, 2014

### Note A - Summary of Significant Accounting Policies (Continued)

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The District's operating revenues include all revenues derived from water and sewage services. The enterprise funds also recognize as operating revenue, the portion of tap fees, connection fees and impact fees intended to recover the cost of connecting new customers to the system. Operating expenses include all costs related to water and sewage services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses, except for capital contributions, which represent capital contributions collected for the acquisition or construction of capital assets.

In accordance with GASB Statement No. 62, *Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities That Use Proprietary Fund Accounting*, the District applies all GASB pronouncements currently in effect as well as FASB Statements and Interpretations, APB Opinions, and ARBs of the Committee on Accounting Procedures issued on or before November 30, 1989.

#### Measurement focus

In the government-wide Statement of Net Position and the Statement of Activities, both governmental and business-like activities are presented using the economic resources measurement focus as defined in item b below.

In the fund financial statements, the "current financial resources" measurement focus or the "economic resources" measurement focus is used as appropriate:

- a. All governmental funds utilize a "current financial resources" measurement focus. Only current financial assets and liabilities are generally included on their balance sheets. Their operating statements present sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.
- b. The proprietary fund utilizes an "economic resources" measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net position (or cost recovery), financial position, and cash flows. All assets and liabilities (whether current or noncurrent) associated with their activities are reported. Proprietary fund equity is classified as net position.

(Continued)

# TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

## Notes to Financial Statements

June 30, 2014

### Note A - Summary of Significant Accounting Policies (Continued)

#### Basis of accounting

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the proprietary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within sixty days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due. Property taxes and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government.

All proprietary funds utilize the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used.

#### Cash and investments

For the purpose of financial reporting "cash and cash equivalents" includes all demand and savings accounts and certificates of deposit or short-term investments with an original maturity of three months or less.

Restricted cash and cash equivalents includes proceeds from the 2012 enterprise revenue bonds related to special projects, which are estimated for capital projects and repayment of bonds.

(Continued)

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Notes to Financial Statements**

June 30, 2014

**Note A - Summary of Significant Accounting Policies (Continued)**

Accounts receivable

Accounts receivable are stated at unpaid balances, less an allowance for doubtful accounts. The District provides for losses on accounts receivable using the allowance method. The allowance is based on historical experience and management's evaluation of outstanding accounts receivable.

Inventory

Inventory held in the special revenue fund is carried at cost using the first-in/first-out (FIFO) method. Inventories of governmental funds are recorded as expenditures when consumed rather than when purchased.

Capital assets

Capital assets are reported in the applicable governmental or business-type activities columns of the government-wide financial statements. All capital assets are valued at historical cost or estimated historical cost. The District's policy is to capitalize all assets with costs exceeding certain minimum thresholds and with useful lives exceeding two years.

Depreciation has been provided on capital assets and is charged as an expense against operations each year. The total amount of depreciation taken over the years is reported on the statement of net position as a reduction in the book value of capital assets.

Depreciation is provided using the straight line method which means the cost of the asset is divided by its expected useful life in years and the result is charged to expense each year until the asset is fully depreciated. The District has assigned the useful lives listed below to capital assets.

Structures and improvements	5-50 years
Equipment	5-25 years
Vehicles	5 years

Major outlays for capital assets and improvements are capitalized as projects are constructed. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Compensated absences

Compensated absences are accrued as earned by employees, and consist of accruals for vacation time. The District's liability for compensated absences is reported in the Statement of Net Position for governmental activities in the government-wide financial statements.

(Continued)

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Notes to Financial Statements**

June 30, 2014

**Note A - Summary of Significant Accounting Policies (Continued)**

Net position

Equity in the financial statements is classified as net position and displayed in three components as follows:

- a. Net investment in capital assets - Consists of capital assets, net of accumulated depreciation and reduced by the outstanding balances of any borrowings that are attributable to the acquisition, construction or improvement of those assets.
- b. Restricted - Consists of restricted assets reduced by liabilities and deferred inflows of resources related to these assets.
- c. Unrestricted - Amounts not required to be reported in other components of net position.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.

Fund balances

In the fund financial statements, fund balance for governmental funds is reported in classifications that comprise a hierarchy based primarily on the extent to which the District is bound to honor constraints on the specific purpose for which amounts in the funds can be spent. Fund balance is reported in five components: nonspendable, restricted, committed, assigned and unassigned.

Nonspendable - Amounts that cannot be spent because they are either not spendable in form or are legally or contractually required to be maintained intact.

Restricted - Amounts constrained regarding use from restrictions externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or by restrictions imposed by law through constitutional provisions or enabling legislation.

Committed - Amounts constrained regarding use for specific purposes pursuant to requirements imposed by formal action of the District's highest level of decision making authority.

(Continued)

# TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

## Notes to Financial Statements

June 30, 2014

### Note A - Summary of Significant Accounting Policies (Continued)

Assigned - Amounts constrained by the District's intent to be used for specific purposes, but are neither restricted nor committed. The authority for assigning fund balance is expressed by the Board of Directors, District manager or their designee.

Unassigned - Amounts that have not been restricted, committed or assigned to specific purposes within the general fund. The general fund is the only fund that reports a positive unassigned fund balance amount. Other governmental funds besides the general fund can only report a negative unassigned fund balance amount.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources (committed, assigned and unassigned) as they are needed. When unrestricted resources (committed, assigned and unassigned) are available for use it is the District's policy to use committed resources first, then assigned, and then unassigned as they are needed.

#### Internal and Interfund Balances and Activities

In the process of aggregating the financial information for the government-wide Statement of Net Position and Statement of Activities, some amounts reported as interfund activity and balances in the fund financial statements have been eliminated or reclassified.

Interfund activity, if any, within and among the governmental and proprietary fund categories is reported as follows in the fund financial statements:

1. Interfund loans - Amounts provided with a requirement for repayment are reported as interfund receivables and payables.
2. Interfund services - Sales or purchases of goods and services between funds are reported as revenues and expenditures/expenses.
3. Interfund reimbursements - Repayments from funds responsible for certain expenditures/expenses to the funds that initially paid for them are not reported as reimbursements but as adjustments to expenditures/expenses in the respective funds.
4. Interfund transfers - Flow of assets from one fund to another where repayment is not expected are reported as transfers in and out.

(Continued)

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Notes to Financial Statements**

June 30, 2014

**Note A - Summary of Significant Accounting Policies (Continued)**

Interfund activity and balances, if any, are eliminated or reclassified in the government-wide financial statements as follows:

1. Internal balances - Amounts reported in the fund financial statements as interfund receivables and payables are eliminated in the governmental and business-type activities columns of the Statement of Net Position, except for the net residual amounts due between governmental and business-type activities, which are reported as Internal Balances.
2. Internal activities - Amounts reported as interfund transfers in the fund financial statements are eliminated in the government-wide Statement of Activities except for the net amount of transfers between governmental and business-type activities, which are reported as Transfers - Internal Activities. The effects of interfund services between funds, if any, are not eliminated in the Statement of Activities.

Property taxes

Property taxes and property assessments were levied January 1, 2013, assessed July 1, 2013 and were payable in two installments on December 10, 2013 and April 10, 2014. The County of Contra Costa bills and collects property taxes on behalf of the District.

Utility sales

Utility sales are billed on a monthly basis. Estimated unbilled utility revenue through June 30 has been accrued at year-end for the enterprise funds.

Contributed capital

Effective August 13, 2003, the District recorded contributed capital to transfer funds from County Service M-8 to Lighting and landscaping Zone 8. The Lighting and landscaping Zone 8 district became the responsibility of the District on August 13, 2003. The contributed capital represents all capital assets and assets transferred to the District.

The District has received \$18,757,813 of noncash capital contributions from developers consisting of water and sewer infrastructure.

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2014

Note A - Summary of Significant Accounting Policies (Continued)

Estimates

The preparation of the basic financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the basic financial statements and the reported changes in net position during the reporting period. Actual results could differ from those estimates.

Budgetary accounting

The District does not adopt appropriated budgets. However, the District does adopt non-appropriated budgets annually, which are approved by the Board of Directors.

Long-lived assets

Long-lived assets to be held and used are reviewed for impairment whenever events or changes in circumstances indicate that the related carrying amount may not be recoverable. When required, impairment losses on assets to be held and used are recognized based on the fair value of the asset. Long-lived assets to be disposed of are reported at the lower of carrying amount or fair value less costs to sell.

New accounting pronouncements

The District implemented Governmental Accounting Standards Board Statement No. 65, *Items Previously Reported as Assets and Liabilities*, for the year ended June 30, 2014. This Statement amends or supersedes the accounting and financial reporting guidance for certain items previously required to be reported as assets or liabilities. In addition, it amends or supersedes requirements for the determination of major funds and addresses other statement of net position and governmental funds balance sheet presentation issues.

Note B - Cash and Investments

Cash and investments as of June 30, 2014 are classified in the accompanying financial statements as follows:

Statement of net position:

Cash and investments	\$ 10,250,515
Restricted cash and investments	<u>7,685,328</u>
Total cash and investments	<u>\$ 17,935,843</u>

(Continued)

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Notes to Financial Statements**

June 30, 2014

**Note B - Cash and Investments (Continued)**

Cash and investments as of June 30, 2014 consist of the following:

Deposits with financial institutions	\$ 1,588,162
Contra Costa County Treasurer	8,655,571
Investments	<u>7,692,110</u>
	<u>\$ 17,935,843</u>

<u>Investment Type</u>	<u>Carrying value</u>	<u>Fair value</u>
Certificate of Deposit	\$ 6,782	\$ 6,782
Mutual Funds	<u>7,685,328</u>	<u>7,685,328</u>
	<u>\$ 7,692,110</u>	<u>\$ 7,692,110</u>

The District maintains a cash and investment pool that is available for use by all funds except for the Lighting and landscaping fund whose investments were directed by Contra Costa County. Each fund type's portion of this pool is displayed on the statement of net position and balance sheet as "cash and investments". Cash balances from all participating funds are combined and invested to the extent possible, pursuant to the Board of Directors approved Investment Policy and guidelines, and the California Government Code Section 53600.

The Government Code and the District's Investment Policy allow investments in the following instruments:

<u>Investment Type</u>	<u>Maximum Maturity</u>	<u>Authorized Limit%</u>	<u>Required Rating</u>
Local Agency Bonds	N/A	None	None
U.S. Treasury Bills, Notes or Bonds	N/A	None	None
State Registered Warrants, Notes, or Bonds	N/A	None	None
Notes and bonds of other Local California Agencies including pooled investment accounts	N/A	None	None
U.S. Agencies	N/A	None	None

(Continued)

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Notes to Financial Statements**

June 30, 2014

**Note B - Cash and Investments (Continued)**

<u>Investment Type</u>	<u>Maximum Maturity</u>	<u>Authorized Limit%</u>	<u>Required Rating</u>
Bankers Acceptances	270 days	40%	None
Prime Commercial Paper	180 days	15% or 30%	A1/P1
Negotiable Certificates of Deposit	N/A	30%	None
Repurchase and Reverse Repurchase Agreements	N/A	None/20%	None
Medium Term Corporate Notes	5 years	30%	A
Money Market Mutual Funds	N/A	15%	2-AAA
Collateralized Bank Deposits	N/A	None	None
Mortgage Pass-Through Securities	5 years	30%	AA
Funds held under the Terms of a Trust Indenture or other contract	*	*	*

\*Such funds may be invested according to the provisions of those indentures or agreements.

Disclosures Relating to Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. One of the ways that the District manages its exposure to interest rate risk is by purchasing a combination of shorter term and longer term investments and by timing cash flows from maturities as necessary to provide the cash flow and liquidity needed for operations.

Information about the sensitivity of the fair values of the District's investments (including investments held by bond trustee) to market interest rate fluctuations is provided by the following table that shows the distribution of the District's investments by maturity:

<u>Investment Type</u>	<u>Totals</u>	<u>12 months or less</u>	<u>13 - 24 months</u>	<u>25-36 months</u>	<u>37 - 48 months</u>	<u>49 - 60 months</u>	<u>More than 60 months</u>
Certificate of Deposit	\$ 6,782	\$ -	\$ 6,782	\$ -	\$ -	\$ -	\$ -
Mutual Funds	<u>7,685,328</u>	<u>7,685,328</u>	-	-	-	-	-
Total	<u>\$ 7,692,110</u>	<u>\$ 7,685,328</u>	<u>\$ 6,782</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

(Continued)

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Notes to Financial Statements**

June 30, 2014

**Note B - Cash and Investments (Continued)**

*Disclosures Relating to Credit Risk*

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Presented below is the minimum rating required by (where applicable) the California Government Code, the District's investment policy, or debt agreements, and the actual rating as of fiscal year end for each investment type.

<u>Investment Type</u>	<u>Amount</u>	<u>Minimum Legal Rating</u>	<u>Exempt From Disclosure</u>	<u>Rating as of Fiscal Year End</u>				
				<u>AAA</u>	<u>AA</u>	<u>A</u>	<u>Not Rated</u>	<u>As of Investment</u>
Certificate of Deposit	\$ 6,782	N/A	\$ -	\$ -	\$ -	\$ -	\$ 6,782	1%
Mutual Funds	<u>7,685,328</u>	<u>N/A</u>	<u>-</u>	<u>7,685,328</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>99%</u>
<b>Total</b>	<b><u>\$ 7,692,110</u></b>	<b><u>N/A</u></b>	<b><u>\$ -</u></b>	<b><u>\$7,685,328</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 6,782</u></b>	<b><u>100%</u></b>

*Concentration of Credit Risk*

The investment policy of the District contains limitations on the amount that can be invested in certain types of investments.

*Custodial Credit Risk*

Custodial credit risk for *deposits* is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposit or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for *investments* is the risk that, in the event of the failure of the counterparty (e.g. broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code and the District's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits or investments, other than the following provision for deposits. The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the government unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure District deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits.

(Continued)

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Notes to Financial Statements**

June 30, 2014

**Note B - Cash and Investments (Continued)**

*Deposits with financial institutions and Contra Costa County Treasurer*

Cash on deposit in commercial accounts is insured by the Federal Deposit Insurance Corporation (FDIC). Cash held by the Contra-Costa County Treasury is pooled with other County deposits for investment purposes by the County Treasurer in accordance with the investment policy of the County Treasurer (see County Treasurer's investment policy at <http://www.co.contra-costa.ca.us/>). The Pool has established a treasury oversight committee to monitor and review the management of public funds maintained in the Pool.

Participants' equity in the investment pool is determined by the dollar amount of the participant deposits, adjusted for withdrawals and distributed investment income. Investment income is prorated to individual funds based on their average daily cash balances. The value of the District shares in the Pool, which may be withdrawn, is determined on an amortized cost basis, which is different than the fair value of the District's position in the Pool. The District's investment in the Pool is unrated, stated at cost which approximates fair value, available upon demand and considered cash equivalents.

**Note C - Accounts Receivable, Net**

The accounts receivable, net balance consists of the following balances as of June 30, 2014:

	<u>General</u>	<u>Water</u>	<u>Sewer</u>	<u>Total</u>
Accounts receivable	\$ 113,899	\$ 246,602	\$ 185,489	\$ 545,990
Allowance for uncollectible	_____ -	_____ (29,472)	_____ (4,224)	_____ (33,696)
Accounts receivable, net	<u>\$ 113,899</u>	<u>\$ 217,130</u>	<u>\$ 181,265</u>	<u>\$ 512,294</u>

**Note D - Interfund Transactions**

Interfund transactions consist of the following:

*Transfers between funds*

Resources may be transferred from one District fund to another with approval. The purpose of the majority of transfers is to reimburse a fund which has made an expenditure on behalf of another fund. Less often, a transfer may be made to open or close a fund.

(Continued)

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Notes to Financial Statements**

June 30, 2014

**Note D - Interfund Transactions (Continued)**

Transfers between funds during the year ended June 30, 2014 were as follows:

<u>Fund</u>	<u>Transfers In</u>	<u>Transfers Out</u>
Major Governmental Funds		
General fund	\$ -	\$ 120,460
Major Proprietary Funds		
Water fund	48,184	-
Sewer fund	72,276	-
Total interfund transfers	<u>\$ 120,460</u>	<u>\$ 120,460</u>

In general, the District uses interfund transfers to:

- Transfer unrestricted revenues collected in the water and sewer fund to help finance various programs and capital projects accounted for in other funds
- Fund operations (move revenues from the funds that collect them to the funds that statute or budget requires to expend them)
- Fund interdepartmental cost reimbursement
- Fund capital projects

The effect of the interfund activity has not been eliminated from the government-wide financial statements as the amounts relate to transfers between governmental and business-type activities. The transfers have resulted from deposits made by Contra Costa County into the Sewer and Water Fund for revenues of the General Fund.

**Note E - Capital Assets**

Capital asset activity for the year ended June 30, 2014, is as follows:

	Balance <u>June 30, 2013</u>	<u>Additions</u>	<u>Deletions</u>	<u>Transfers</u>	Balance <u>June 30, 2014</u>
<b>Governmental activities</b>					
Nondepreciable capital assets					
Land	\$ 415,930	\$ -	\$ -	\$ -	\$ 415,930
Construction in progress	86,218	-	-	(74,636)	11,582
Total nondepreciable capital assets	<u>502,148</u>	-	-	(74,636)	<u>427,512</u>
Depreciable capital assets					
Equipment	146,299	73,067	-	19,517	238,883
Buildings and improvements	2,663,139	99,509	-	55,119	2,817,767
Office furniture and equipment	7,450	12,167	-	-	19,617
Vehicles	55,424	-	-	-	55,424
Total depreciable capital assets	2,872,312	184,743	-	74,636	3,131,691
Less accumulated depreciation	(931,756)	(162,840)	-	-	(1,094,596)
Net depreciable capital assets	<u>1,940,556</u>	<u>21,903</u>	-	<u>74,636</u>	<u>2,037,095</u>
Net capital assets	<u>\$ 2,442,704</u>	<u>\$ 21,903</u>	\$ -	\$ -	<u>\$ 2,464,607</u>

(Continued)

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Notes to Financial Statements**

June 30, 2014

**Note E - Capital Assets (Continued)**

	Balance <u>June 30, 2013</u>	<u>Additions</u>	<u>Deletions</u>	<u>Transfers</u>	Balance <u>June 30, 2014</u>
<b>Business-type activities</b>					
Nondepreciable capital assets					
Land	\$ 307,000	\$ -	\$ -	\$ -	\$ 307,000
Construction in progress	<u>2,417,218</u>	<u>5,683,610</u>	<u>-</u>	<u>(701,046)</u>	<u>7,399,782</u>
Total nondepreciable capital assets	<u>2,724,218</u>	<u>5,683,610</u>	<u>-</u>	<u>(701,046)</u>	<u>7,706,782</u>
Depreciable capital assets					
Buildings and improvements	1,355,290	19,929	-	10,983	1,386,202
Treatment and collection	30,167,458	47,599	-	690,063	30,905,120
Structures and improvements	6,689,926	-	-	-	6,689,926
Equipment	999,628	74,802	(41,334)	-	1,033,096
Vehicles	<u>382,778</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>382,778</u>
Total depreciable capital assets	39,595,080	142,330	(41,334)	701,046	40,397,122
Less accumulated depreciation	<u>(8,794,809)</u>	<u>(1,248,471)</u>	<u>31,689</u>	<u>-</u>	<u>(10,011,591)</u>
Net depreciable capital assets	<u>30,800,271</u>	<u>(1,106,141)</u>	<u>(9,645)</u>	<u>701,046</u>	<u>30,385,531</u>
Net capital assets	<u>\$ 33,524,489</u>	<u>\$ 4,577,469</u>	<u>\$ (9,645)</u>	<u>\$ -</u>	<u>\$ 38,092,313</u>

Depreciation expense was charged to function and programs based on their usage of the related assets. The amounts allocated to each function or program were as follows:

Governmental activities:

Lighting and landscaping Zone 8	\$ 151,238
Lighting and landscaping Zone 9	11,395
Community center	<u>207</u>
Total depreciation expense - Governmental activities	<u>\$ 162,840</u>

Business-type activities:

Water	\$ 208,464
Sewer	<u>1,040,007</u>
Total depreciation expense - Business-type activities	<u>\$ 1,248,471</u>

**Note F - Long-Term Debt**

The District generally incurs long-term debt to finance projects or purchase assets which will have useful lives equal to or greater than the related debt.

(Continued)

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Notes to Financial Statements**

June 30, 2014

**Note F - Long-Term Debt (Continued)**

**Government-Wide Financial Statements**

Long-term debt and other financial obligations are reported as liabilities in the appropriate activities. Bond premiums are deferred and amortized over the life of the bonds using the straight-line method.

**Fund Financial Statements**

The Governmental Fund Financial Statements do not include the long-term debt, as this liability is not payable in the current period. The face amount of debt issued and any premiums received are reported as other financing sources.

Proprietary Fund Financial Statements use the same principles as those used in the Government-Wide Financial Statements.

**Bond Issuance Costs and Premiums**

For proprietary fund types, bond premiums are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium. With the implementation of Government Accounting Standards Board (GASB) Statement No. 65, the bond issuance costs, other than prepaid insurance, are required to be expensed in the year incurred.

Current year business-type transactions and balances

The District's debt issues and transactions are summarized below and discussed in detail thereafter:

	<u>Original Amount</u>	<u>Balance June 30, 2013</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balance June 30, 2014</u>	<u>Due within one year</u>
Business-type Activity Debt						
Discovery Bay Public						
Financing Authority						
Series 2012						
Enterprise Revenue						
Bonds	\$ 14,150,000	\$ 14,150,000	\$ -	\$ (290,000)	\$ 13,860,000	\$ 295,000
Unamortized Premium	362,346	347,423	-	(17,618)	329,805	-
<b>Totals</b>	<u>\$ 14,512,346</u>	<u>\$ 14,497,423</u>	<u>\$ -</u>	<u>\$ (307,618)</u>	<u>\$ 14,189,805</u>	<u>\$ 295,000</u>

(Continued)

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Notes to Financial Statements**

June 30, 2014

**Note F - Long-Term Debt (Continued)**

2012 Enterprise Revenue Bonds

In August 2012, the Discovery Bay Public Financing Authority issued \$14,150,000 in enterprise revenue bonds Series 2012 to finance the acquisition and construction of certain improvements to the water and wastewater systems.

Pursuant to an Installment Purchase Agreement between the Authority and the District, the District has pledged the net revenues of the District's municipal water enterprise and wastewater enterprise.

The bonds carry coupon interest rates ranging from 1.00%-5.00% and are scheduled to mature in fiscal year 2043. Interest is payable semi-annually on December 1<sup>st</sup> and June 1<sup>st</sup> each year, while principal installments ranging from \$290,000 to \$805,000 are payable each year on December 1<sup>st</sup>.

Annual debt service requirements for business-type debt are shown below:

<u>For the year ending June 30,</u>	<u>Business-type Activities</u>	
	<u>Principal</u>	<u>Interest</u>
2015	\$ 295,000	\$ 529,471
2016	305,000	521,675
2017	310,000	516,054
2018	310,000	512,502
2019	315,000	508,131
2020-2024	1,725,000	2,389,794
2025-2029	2,055,000	2,070,959
2030-2034	2,465,000	1,650,715
2035-2039	3,065,000	1,047,713
2040-2043	3,015,000	273,733
Total	\$ 13,860,000	\$ 10,020,747

**Note G - Deferred Compensation Plan**

Employees of the District may participate in a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The deferred compensation plan is available to all full-time employees of the District. Under the plan, employees may elect to defer a portion of their salaries and avoid paying taxes on the deferred portion until the withdrawal date. The deferred compensation amount is not available for withdrawal by employees until termination, retirement, death or unforeseeable emergency. Total employee contributions to the plan during the year ended June 30, 2014 were \$25,497.

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Notes to Financial Statements**

June 30, 2014

**Note H - Compensated Absences**

Employees accrue vacation leave based on length of service. Accumulated vacation leave is subject to maximum accruals for all employees. As of June 30, 2014, the District's accrued liability for accumulated unused vacation leave is \$32,875. Employees are paid for their accumulated unused vacation leave upon separation from service. The liability is expected to be liquidated with future resources and not with expendable available financial resources.

**Note I - Joint Venture (Joint Powers Agreement)**

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; risk of loss to employees; and natural disasters.

In order to insure for risks of loss, the District participates in a joint venture under a joint powers agreement with the Special Districts Risk Management Authority (SDRMA). The relationship between the District and the SDRMA is such that the SDRMA is not a component unit of the District for financial reporting purposes.

The SDRMA arranges for and provides property, liability and worker's compensation coverage for its member districts. The Town of Discovery Bay Community Services District participates in all programs.

Each member district pays a premium commensurate with the level of coverage requested and shares surpluses and deficits proportionate to their participation in the SDRMA. The District's share of surpluses and deficits cannot be determined, although District management does not expect such amounts, if any, to be material in relation to the financial statements.

The District is covered by the following types of insurance through the SDRMA as of June 30, 2014:

<u>Coverage</u>	<u>Limits of liability</u>
General liability	\$ 10,000,000
Public officials and employees errors	10,000,000
Personal liability coverage for board members	500,000
Employment practices liability	10,000,000
Employee benefits liability	10,000,000
Employee dishonesty coverage	400,000
Auto liability	10,000,000
Uninsured/underinsured motorists	750,000
Property coverage	1,000,000,000
Boiler and machinery	100,000,000
Statutory workers' compensation	Statutory

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Notes to Financial Statements**

June 30, 2014

**Note J - Governing Board**

The powers of the District are exercised by a Board of Directors consisting of five directors each elected for a term of four years by the qualified electors within the District.

As of June 30, 2014, the members of the District's Board of Directors were as follows:

<u>Director</u>	<u>Term expires</u>
Kevin Graves	November 2014
Mark Simon	December 2016
Bill Pease	December 2016
Chris Steele	November 2014
Marianne Wiesen	December 2014

**Note K - Contingencies and Commitments**

The District is involved in litigation arising in the ordinary course of operations that, in the opinion of management, will not have a material effect on the financial condition of the District. In addition, the District has entered into construction and service contracts with various companies. Many of the contracts are considered fixed fee arrangements. However, work under these contracts could be discontinued at the direction of the District. Therefore, it is the opinion of management that a fixed commitment does not exist.



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

May 6, 2015

**Prepared By:** Dan Meewis, Recreation Programs Coordinator  
**Submitted By:** Rick Howard, General Manager

*RAH*

### Agenda Title

Approve and Adopt Resolution No. 2015-07 to Revise Park Rules and Regulations Forms and Fees for the Town of Discovery Bay CSD owned and maintained Parks and Facilities

### Recommended Action

Approve and Adopt Resolution No. 2015-07 to Revise Park Rules and Regulations Forms and Fees for the Town of Discovery Bay CSD owned and maintained Parks and Facilities

### Executive Summary

The Town of Discovery Bay Community Services District Board of Directors (Board) approved and adopted the current Park Rules & Regulations and Reservation policies and forms on July 16, 2013 and revisions thereafter on January 8, 2014 & May 7, 2014

Since the time of adoption of the latest revision, staff has had multiple inquires about the rental of the entire Community Center facility. This has included the use of the entire inside of the Community Center, as well as the entire grounds. The current fees related to our Discovery Bay Community Center were set for individually renting a specific room or area of the Community Center.

The Park and Facility Rental Fee Schedule had several changes. First, The Facility Rental Fee Schedule has added new rates to rent the entire Community Center based on whether the renter wanted just inside the Community Center or the entire grounds of the Community Center including the BBQ area and Event Lawn. Options to include the swimming pool have also been added. The Park Rental Fee Schedule has also been revised to add the Community Center's Event Lawn, with revised fees to the Community Center's BBQ area, and Cornell Park's Shaded Picnic Area.

To assist the Board in determining the Market Rate for these facilities and the viability of the fees, a picnic area comparison spreadsheet was created and attached herein.

### Fiscal Impact:

Amount Requested - None.

### Previous Relevant Board Actions for This Item

July 16, 2013 – Approval and Adoption of Park Rules & Regulations and Reservation Forms and Fees  
January 8, 2014 – Approval and Adoption of revised Park Rules & Regulations and Reservation Forms and Fees  
August 21, 2013 – Approval of the Discovery Bay Community Center Pool Schedule and Fee Schedule  
May 7, 2014 - Approval and Adoption of revised Park Rules & Regulations and Reservation Forms and Fees

### Attachments

DRAFT Facility Rental Fee Schedule, Rev. date 04.27.15  
DRAFT Park Rental Fee Schedule, Rev. date 04.29.15  
DRAFT Picnic Rental Comparison, 04.29.15  
Resolution No. 2015-07

AGENDA ITEM: G-2



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
FACILITY RENTAL FEE SCHEDULE**

Indoor Facilities	Week Day (M-F)		Week End		5+ Hours	Deposit
<b>Community Center – Reception Area Capacity: 80</b>	Private Non-Profit Commercial	\$37.50 / Hour \$28.50 / Hour \$49.00 / Hour	Private Non-Profit Commercial	\$45.00 / Hour \$34.50 / Hour \$59.00 / Hour	20% Discount on Entire Rental	\$200.00
<b>Community Center – Arts Room or Multi-Purpose Room Capacity: 30</b>	Private Non-Profit Commercial	\$29.00 / Hour \$22.00 / Hour \$38.00 / Hour	Private Non-Profit Commercial	\$35.00 / Hour \$26.50 / Hour \$45.75 / Hour	20% Discount on Entire Rental	\$200.00
<b>Community Center – Swimming Pool Up to 60 People</b>	Private Non-Profit Commercial	\$150.00 /Hour \$120.00 /Hour \$195.00 /Hour	Private Non-Profit Commercial	\$150.00 /Hour \$120.00/Hour \$195.00 /Hour	20% Discount on Entire Rental	\$200.00
<b>Community Center – Swimming Pool 60 - 140 People</b>	Private Non-Profit Commercial	\$165.00 /Hour \$135.00 /Hour \$210.00 /Hour	Private Non-Profit Commercial	\$165.00 /Hour \$135.00/Hour \$210.00 /Hour	20% Discount on Entire Rental	\$200.00
Multiple Facilities	Week Day (M-F)		Week End		5+ Hours	Deposit
<b>Entire Community Center – Indoor Only</b>	Private Non-Profit Commercial	\$95.50./Hour \$72.50 /Hour \$125.00 /Hour	Private Non-Profit Commercial	\$115.00 /Hour \$87.50/Hour \$150.50 /Hour	20% Discount on Entire Rental	\$500
<b>Event Lawn &amp; BBQ Area</b>	Private Non-Profit Commercial	\$20.00./Hour \$15.00 /Hour \$30.00 /Hour	Private Non-Profit Commercial	\$20.00./Hour \$15.00 /Hour \$30.00 /Hour	20% Discount on Entire Rental	\$50
<b>Entire Community Center Indoor/Outdoor NO POOL</b>	Private Non-Profit Commercial	\$115.50./Hour \$87.50 /Hour \$155.00 /Hour	Private Non-Profit Commercial	\$135.00./Hour \$102.50 /Hour \$180.50 /Hour	20% Discount on Entire Rental	\$500
<b>Entire Community Center Indoor/Outdoor Pool 1 Lifeguard</b>	Private Non-Profit Commercial	\$265.50./Hour \$207.50 /Hour \$350.00 /Hour	Private Non-Profit Commercial	\$285.00./Hour \$222.50 /Hour \$375.50 /Hour	20% Discount on Entire Rental	\$500
<b>Entire Community Center Indoor/Outdoor Pool 2 Lifeguards</b>	Private Non-Profit Commercial	\$280.50./Hour \$222.50 /Hour \$365.00 /Hour	Private Non-Profit Commercial	\$300.00./Hour \$237.50 /Hour \$390.50 /Hour	20% Discount on Entire Rental	\$500

Non-Profit groups shall present verified and current 501(c)(4) non-profit status at the time of the reservation request.



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
FACILITY RENTAL FEE SCHEDULE**

Long-term, or reoccurring rentals (more than 16 hours) will be considered only if space and schedule allow. Pricing and terms will be negotiated by Staff, with final approval by General Manager.

Reservations for multiple items (ex., two rooms) will receive a 15% discount off the second rental. Rental must be for the same time period and will apply to the room with the lowest rate.

Facility Rentals which require special set up of tables/chairs or other District owned equipment require a 2-hour minimum.

“Commercial” shall include those individuals and/or groups which operate trainings, lessons or games for profit.

Swimming pool rentals are only available during non-recreational swim and/or aquatics programming hours. You may check availability with the Recreation Programs Coordinator.

Swimming pool rentals require a 3-hour minimum.

Swimming pool rental fee for Groups under 60 includes one (1) lifeguard.

Swimming pool rental fee for Groups between 60 and 140 (maximum capacity) includes two (2) lifeguards.

Lifeguards are required for pool rentals.



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**PARKS RENTAL  
FEE SCHEDULE**

Park Area	Hourly	Half Day (6 Hour)	Daily (Operating Hours)	Deposit
Cornell Park – Tennis Court <b>OR</b> Pickle Ball (Single Courts)	Resident: \$5.00 Non-Resident: \$7.50 Organization/League: \$7.50 Non-Profit: \$5.00	Resident: \$25.00 Non-Resident: \$37.50 Organization/League: \$37.50 Non-Profit: \$25.00	Resident: \$50.00 Non-Resident: \$75.00 Organization/League: \$75.00 Non-Profit: \$50.00	\$50.00*
Cornell Park – Baseball Field	Resident: \$5.00 Non-Resident: \$7.50 Organization/League: \$7.50 Non-Profit: \$5.00	Resident: \$25.00 Non-Resident: \$37.50 Organization/League: \$37.50 Non-Profit: \$25.00	Resident: \$50.00 Non-Resident: \$75.00 Organization/League: \$75.00 Non-Profit: \$50.00	\$100.00
Cornell Park – Soccer Field	Resident: \$3.50 Non-Resident: \$5.25 Organization/League: \$5.25 Non-Profit: \$3.50	Resident: \$17.50 Non-Resident: \$26.25 Organization/League: \$26.25 Non-Profit: \$17.50	Resident: \$35.00 Non-Resident: \$50.00 Organization/League: \$50.00 Non-Profit: \$35.00	\$50.00
Cornell Park – Shaded Picnic Area	Resident: \$10.00 Non-Resident: \$15.00 Organization/League: \$15.00 Non-Profit: \$7.50	Resident: \$50.00 Non-Resident: \$75.00 Organization/League: \$75.00 Non-Profit: \$37.50	Resident: \$80.00 Non-Resident: \$150.00 Organization/League: \$150.00 Non-Profit: \$75.00	\$50.00
Cornell Park – Bocce Ball Courts	Resident: \$3.50 Non-Resident: \$5.25 Organization/League: \$5.25 Non-Profit: \$3.50	Resident: \$17.50 Non-Resident: \$37.50 Organization/League: \$37.50 Non-Profit: \$17.50	Resident: \$35.00 Non-Resident: \$50.00 Organization/League: \$50.00 Non-Profit: \$35.00	\$25.00*
Cornell Park – Horse Shoe Pits	Resident: \$3.50 Non-Resident: \$5.25 Organization/League: \$5.25 Non-Profit: \$3.50	Resident: \$17.50 Non-Resident: \$37.50 Organization/League: \$37.50 Non-Profit: \$17.50	Resident: \$35.00 Non-Resident: \$50.00 Organization/League: \$50.00 Non-Profit: \$35.00	\$25.00*
Ravenswood Park - Covered Picnic Tables Area 1 <b>or</b> Area 2	Resident: \$6.00 Non-Resident: \$8.50 Organization/League: \$8.50 Non-Profit: \$6.00	Resident: \$30.00 Non-Resident: \$42.50 Organization/League: \$42.50 Non-Profit: \$30.00	Resident: \$60.00 Non-Resident: \$85.00 Organization/League: \$85.00 Non-Profit: \$60.00	\$50.00
Ravenswood Park – Soccer Field	Resident: \$3.50 Non-Resident: \$5.25 Organization/League: \$5.25 Non-Profit: \$3.50	Resident: \$17.50 Non-Resident: \$26.25 Organization/League: \$26.25 Non-Profit: \$17.50	Resident: \$35.00 Non-Resident: \$50.00 Organization/League: \$50.00 Non-Profit: \$35.00	\$50.00
Community Center – Tennis Courts (Single Court Fees)	Resident: \$5.00 Non-Resident: \$7.50 Organization/League: \$7.50 Non-Profit: \$5.00	Resident: \$25.00 Non-Resident: \$37.50 Organization/League: \$37.50 Non-Profit: \$25.00	Resident: \$50.00 Non-Resident: \$75.00 Organization/League: \$75.00 Non-Profit: \$50.00	\$50.00*
Community Center – BBQ Area	Resident: \$10.00 Non-Resident: \$15.00 Organization/League: \$15.00 Non-Profit: \$7.50	Resident: \$50.00 Non-Resident: \$75.00 Organization/League: \$75.00 Non-Profit: \$37.50	Resident: \$80.00 Non-Resident: \$150.00 Organization/League: \$150.00 Non-Profit: \$75.00	\$50.00
Community Center – Event Lawn	Resident: \$10.00 Non-Resident: \$15.00 Organization/League: \$15.00 Non-Profit: \$7.50	Resident: \$50.00 Non-Resident: \$75.00 Organization/League: \$75.00 Non-Profit: \$37.50	Resident: \$80.00 Non-Resident: \$150.00 Organization/League: \$150.00 Non-Profit: \$75.00	\$50.00

**Park use is on a first come, first served basis. Reservations are strongly encouraged and are REQUIRED by Sports Leagues/Organizations (regardless if use is for organized practice or game play), for groups over 50, and any time a user intends to bring inflatable play equipment into the park.**

Any user who has made a reservation has priority over a user that has not made a reservation.

Residents must show proof of residency at time of reservation request.

Non-Profit groups shall present verified non-profit status at the time of the reservation request.

Long-term rentals: Fees and other terms will be outlined in a separate Memorandum of Understanding.

Facility Rentals which require special set up of tables/chairs or other District owned equipment requires a 2-hour minimum.

“Organization” or “Commercial” shall include those individuals and/or groups which operate trainings, lessons or games for profit.

\* Deposits on Horse Shoe Pits, Bocce Courts and Tennis Courts shall be waived if reserved for less than 3 hours; unless equipment is requested.



TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
PARKS RENTAL  
FEE SCHEDULE

Fee for Cancellation Processing. 50% of the total Rental fee or \$35, whichever is less.

DRAFT

**Park Rental Comparison**  
**Prices valid as of April 27, 2015**

	Picnic Areas							
	Current DB Rates	Suggested Rate*	Comp. Avg.	Antioch	Tracy	Brentwood	Oakley	
Capacity					all rentals Daily	4 hour Minimum	2 hour Minimum	
Resident (Hourly) \$	7.50	\$ 10.00	\$ 17.47	N/A	\$ 24.00	\$ 18.40	\$ 10.00	
Resident (Half Day 6 Hours) \$	37.50	\$ 50.00	N/A	N/A	N/A	N/A	N/A	
Resident (Daily) \$	75.00	\$ 80.00	\$ 114.90	\$ 164.00	N/A	\$ 110.70	\$ 70.00	
Non-Profit (Hourly) \$	7.50	\$ 7.50	\$ 11.93	N/A	\$ 13.00	\$ 12.80	\$ 10.00	
Non-Profit (Half Day 6 Hours) \$	37.50	\$ 37.50	N/A	N/A	N/A	N/A	N/A	
Non-Profit (Daily) \$	75.00	\$ 75.00	\$ 97.13	\$ 164.00	N/A	\$ 77.40	\$ 50.00	
Non-Resident (Hourly) \$	10.00	\$ 15.00	\$ 21.95	N/A	N/A	\$ 23.90	\$ 20.00	
Non-Resident (Half Day 6 Hours) \$	50.00	\$ 75.00	N/A	N/A	N/A	N/A	N/A	
Non-Resident (Daily) \$	100.00	\$ 150.00	\$ 135.97	\$ 164.00	N/A	\$ 143.90	\$ 100.00	
Organizations/Leagues (Hourly) \$	10.00	\$ 15.00	\$ 39.30	N/A	\$ 34.00	\$ 23.90	\$ 60.00	
Organizations/Leagues(Half Day 6 Hours) \$	50.00	\$ 75.00	N/A	N/A	N/A	N/A	N/A	
Organizations/Leagues (Daily) \$	100.00	\$ 150.00	\$ 235.97	\$ 164.00	N/A	\$ 143.90	\$ 400.00	



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION 2015-07**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY,  
A CALIFORNIA COMMUNITY SERVICES DISTRICT,  
ADOPTION OF REVISED PARK RULES AND REGULATIONS  
FORMS AND FEES**

WHEREAS, The Town of Discovery Bay Community Services District owns and maintains parks located within Discovery Bay; and

WHEREAS, The Town of Discovery Bay Community Services District adopted Park Rules and Regulations Forms and Fees on July 16, 2013; and

WHEREAS, The Town of Discovery Bay Community Services District previously adopted revisions to those documents on January 8, 2014 and May 7, 2014, respectively; and

WHEREAS, It is necessary to revise the fee schedule for park and facility usage; and

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the Board adopt Facility Rental Fee Schedule, the Swimming Pool Fee Schedule, and the Park Rental Fee Schedule, all of which are attached and included as a part of this Resolution.

SECTION 2. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 6<sup>th</sup> DAY OF May 2015.

Chris Steele  
Board President

---

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a special meeting, held on May 6, 2015, by the following vote of the Board:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

---

Richard J. Howard, Board Secretary



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

May 6, 2015

**Prepared By:** Carol McCool, Administrative Assistant/Board Clerk

**Submitted By:** Rick Howard, General Manager

*RH*

### Agenda Title

Agency Comment Request – Variance Permit Application VP15-1014 – Front Yard Variance Request – 4525 Discovery Point, Discovery Bay

### Recommended Action

As Necessary

### Executive Summary

The Contra Costa County Department of Conservation and Development has requested Board input into the proposed approval for the front yard variance at the home on 4525 Discovery Point, Discovery Bay.

The request is a variance of 15 feet proposed where 20 feet is the required minimum. The purpose of the change is for the construction of a new 3,200 square foot, 2 story residence.

The Contra Costa County Department of Conservation and Development is seeking Board input into this proposed application.

### Fiscal Impact:

**Amount Requested \$** N/A

**Sufficient Budgeted Funds Available?:** (If no, see attached fiscal analysis)

**Prog/Fund # Category:** Pers. Optg. Cap. -or- CIP# Fund#

### Previous Relevant Board Actions for This Item

N/A

### Attachments

Agency Comment Request – VR15-1014

AGENDA ITEM: G-3





**CONTRA COSTA COUNTY**  
**Department of Conservation & Development**  
**Community Development Division**

**VARIANCE PERMIT APPLICATION**

**TO BE COMPLETED BY OWNER OR APPLICANT**

<b>OWNER</b> Name <i>Dave &amp; Rita Miller</i>	<b>APPLICANT</b> Name <i>same</i>
Address <i>4525 Discovery Pt</i>	Address
City, State/Zip <i>Discovery Bay CA</i>	City, State/Zip
Phone <i>925 580 8634</i> email <i>Dmiller@signaturelaw.com</i>	Phone <i>1 2010</i> email
By signing below, owner agrees to pay all costs, including any accrued interest, if the applicant does not pay costs. <input type="checkbox"/> Check here if billings are to be sent to applicant rather than owner. Owner's Signature <i>[Signature]</i>	By signing below, applicant agrees to pay all costs for processing this application plus any accrued interest if the costs are not paid within 30 days of invoicing. Applicant's Signature _____
<b>CONTACT PERSON (optional)</b> Name <i>Dave Miller</i>	<b>PROJECT DATA</b>
Address <i>same</i>	Total Parcel Size:
City, State/Zip	Estimated Project Value:
Phone _____ email _____	Proposed Square Footage:
Project description (attach supplemental statement if necessary): <i>Front yard set back variance</i>	

**FOR OFFICE USE ONLY**

Project description: *The applicant is requesting approval of a front yard variance (15-foot proposed where 20-foot is the required minimum) for the purposes of constructing a new 3,206 square-foot, 2-story residence.*

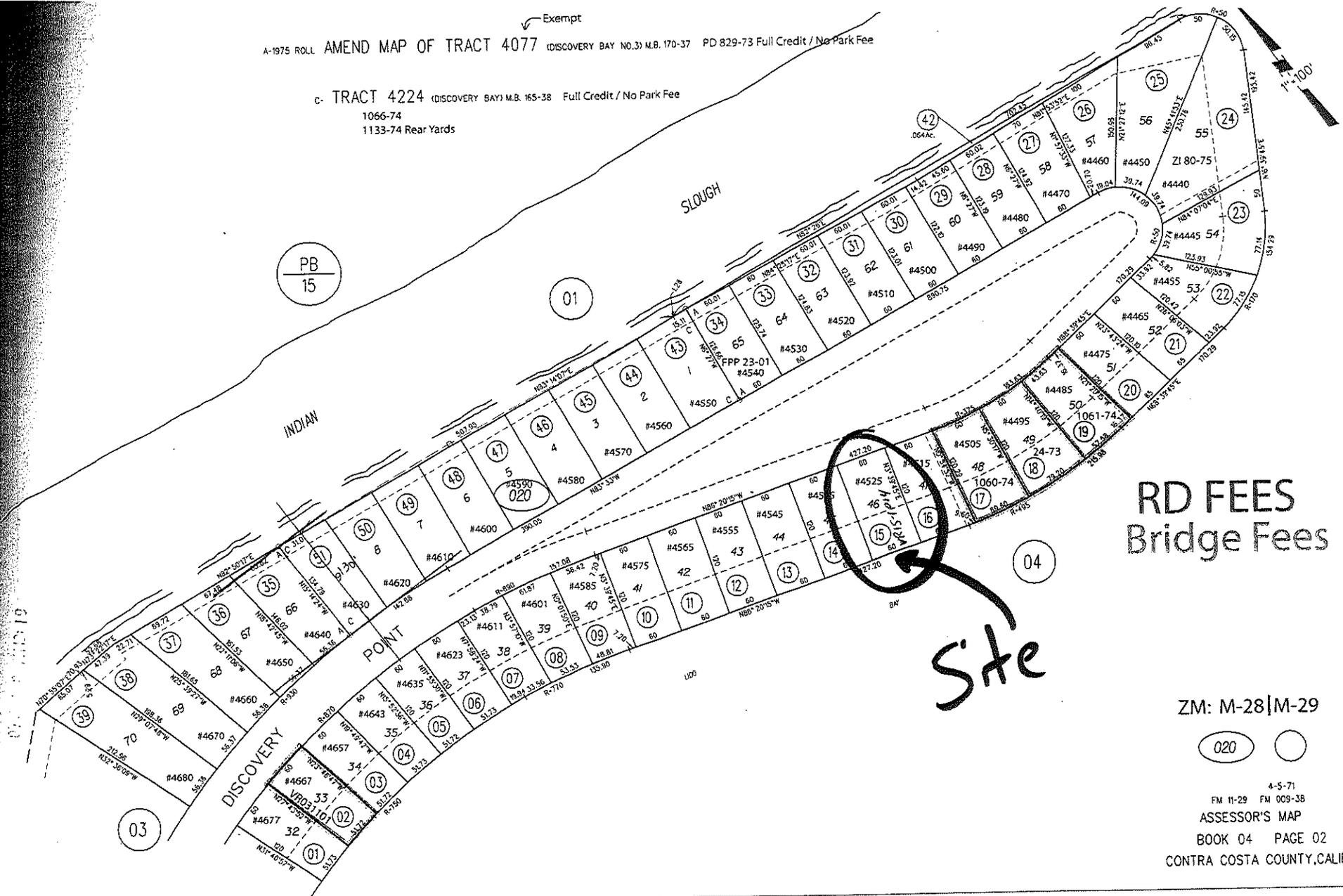
Property description:

Ordinance Ref.:	TYPE OF FEE	FEE	CODE	Assessor's #:
Area: <i>Discovery Bay</i>	*Base Fee/Deposit	<i>\$1,000</i>	S-044	004-020-015
Fire District: <i>East Co Co Fire</i>	Late Filing Penalty (+50% of above if applicable)		S-066	Site Address: <i>4525 Discovery Pt.</i>
Sphere of Influence:	Notification Fee	<i>15.00 / 30.00</i>	S-052	Zoning District: <i>F-1</i>
Flood Zone: <i>AE/B</i>	Fish & Game Posting (if not CEQA exempt)	<i>75.00</i>	S-048	Census Tract: <i>3040.04</i>
Panel Number: <i>-</i>	Environmental Health Dept.	<i>57.00</i>	5884	Atlas Page: <i>ZM: M-28/M-29</i>
x-ref Files: <i>-</i>	Other:			General Plan: <i>SM</i>
				Substandard Lot: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
				Supervisory District: <i>3</i>
				Received by: <i>Francisco Avila</i>
Concurrent Files: <i>-</i>	<b>TOTAL</b>	<b>\$ 1,087.00</b>		Date Filed: <i>April 3, 2015</i>
	<b>Receipt #</b>	<b># 150003725</b>		File # <i>VR 15-1014</i>
*Additional fees based on time and materials will be charged if staff costs exceed base fee.				

**INSTRUCTIONS ON REVERSE**

Exempt  
A-1975 ROLL AMEND MAP OF TRACT 4077 (DISCOVERY BAY NO.3) M.B. 170-37 PD 829-73 Full Credit / No Park Fee

c. TRACT 4224 (DISCOVERY BAY) M.B. 165-38 Full Credit / No Park Fee  
1066-74  
1133-74 Rear Yards



RD FEES  
Bridge Fees

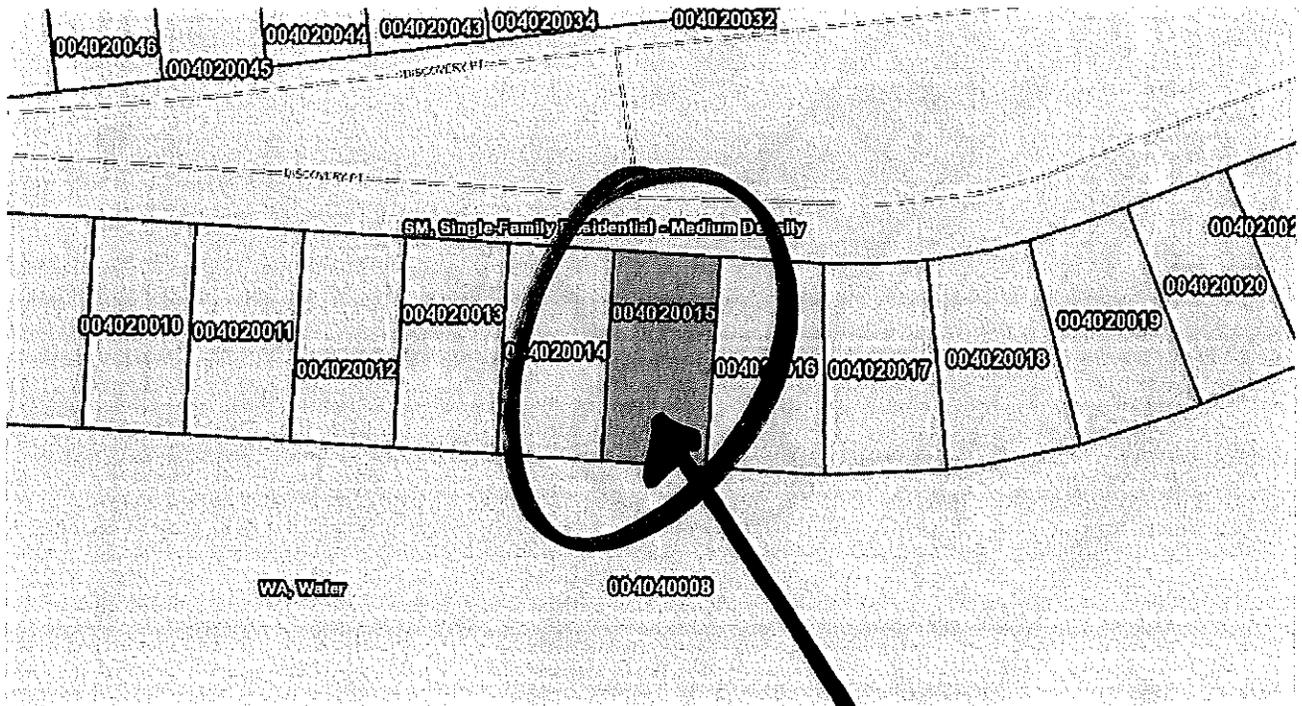
Site

ZM: M-28/M-29

020

4-5-71  
FM 11-29 FM 009-38  
ASSESSOR'S MAP  
BOOK 04 PAGE 02  
CONTRA COSTA COUNTY, CALIF.

# General Plan: Single-Family Res.-Medium Density

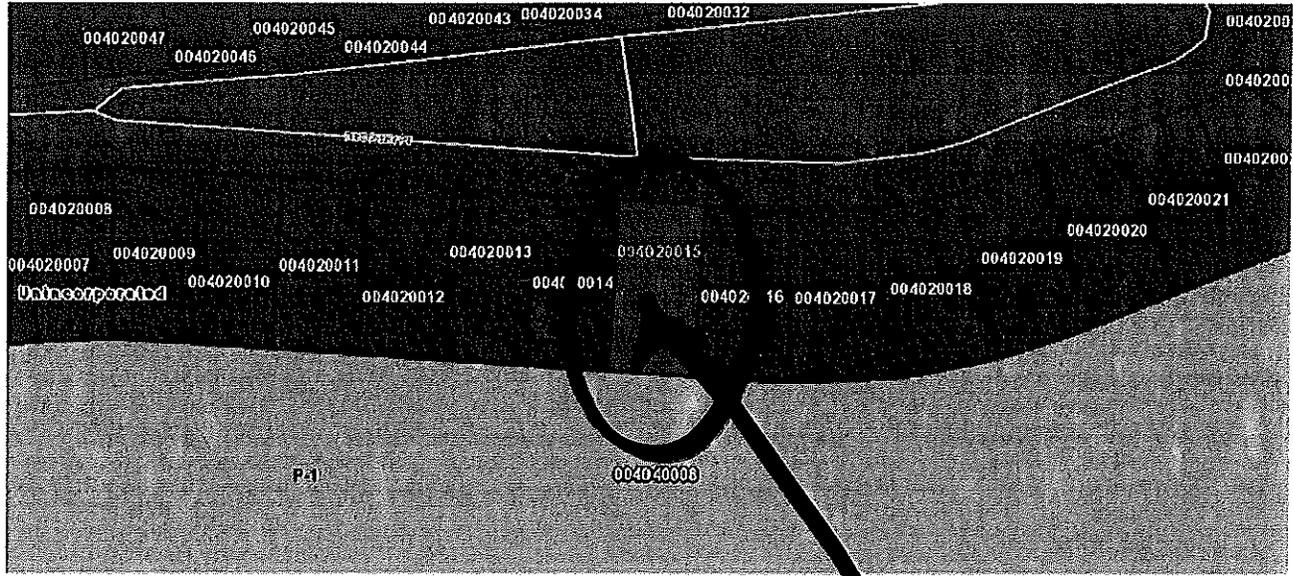


50 ft

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Site

### Zoning: F-1

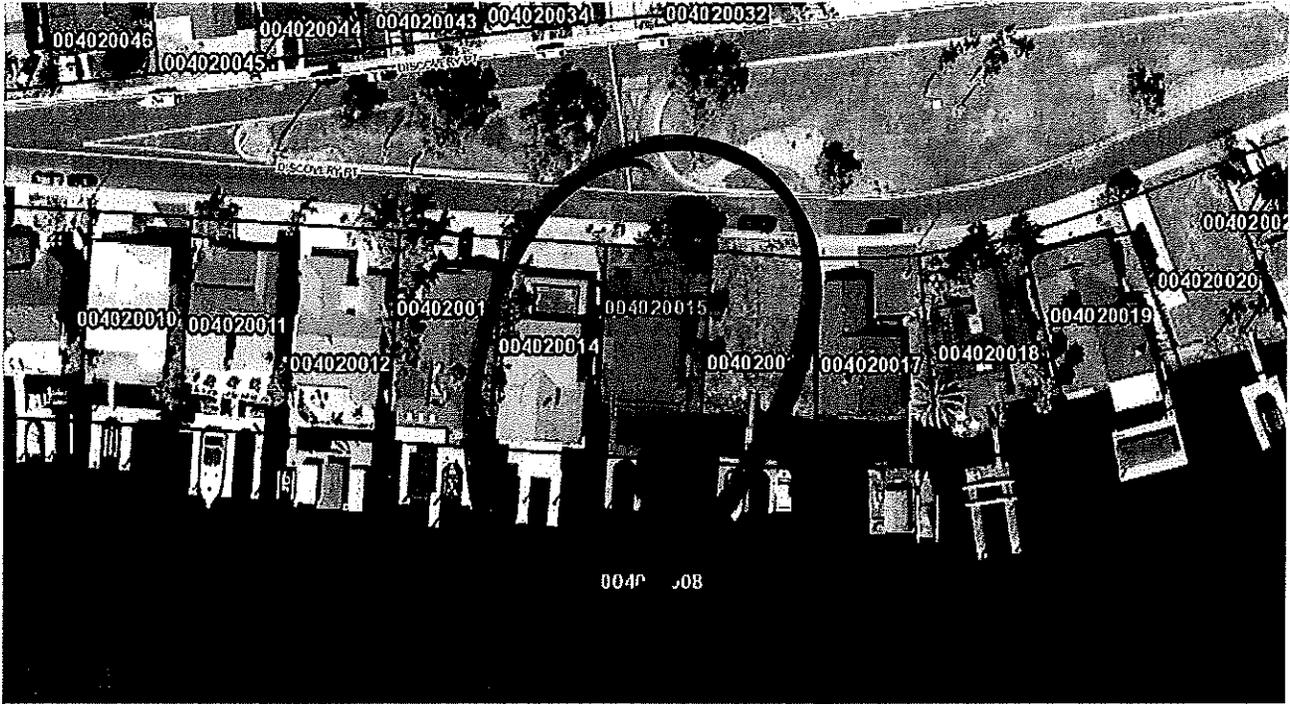


50 ft

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Site

### Aerial View

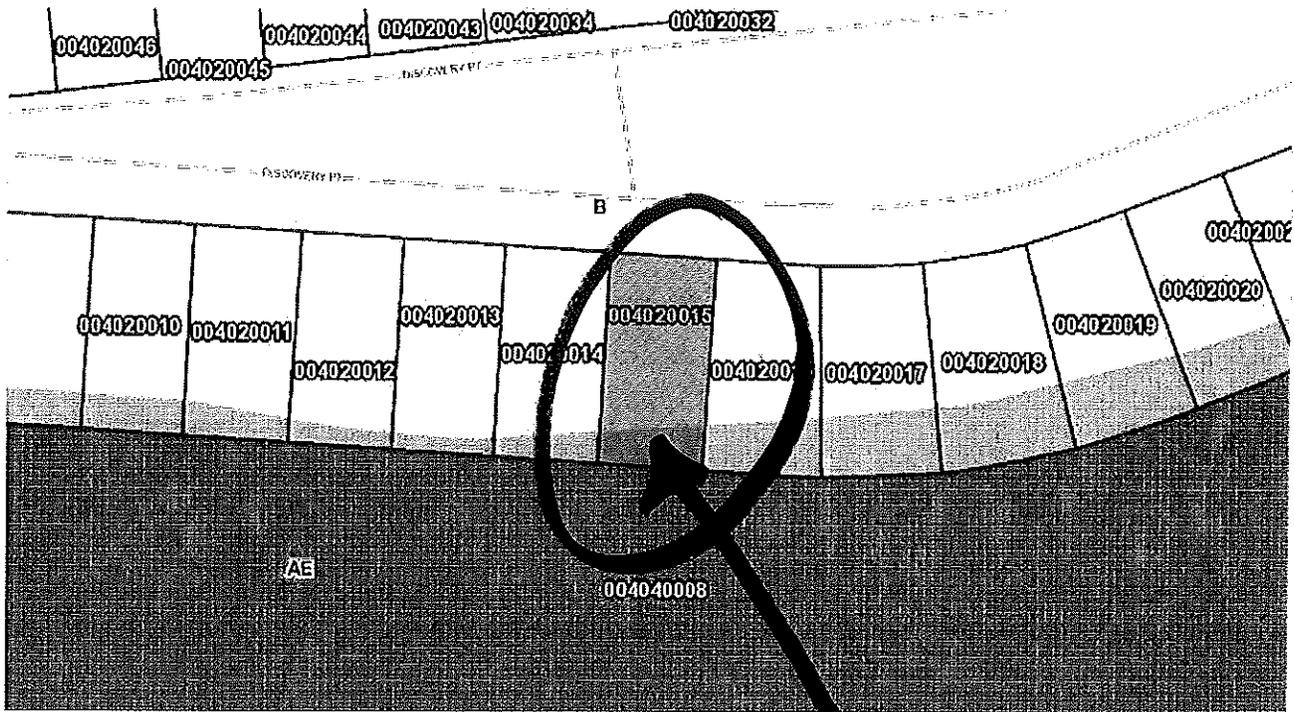


50 ft

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Site

### Flood Zone: AE and B



Site

# 4525 DISCOVERY POINT

LOT 46, TRACT 4077 (170 MAPS 37)

APN: 004-020-015-6

DISCOVERY BAY CONTRA COSTA COUNTY CALIFORNIA

## dk CONSULTING

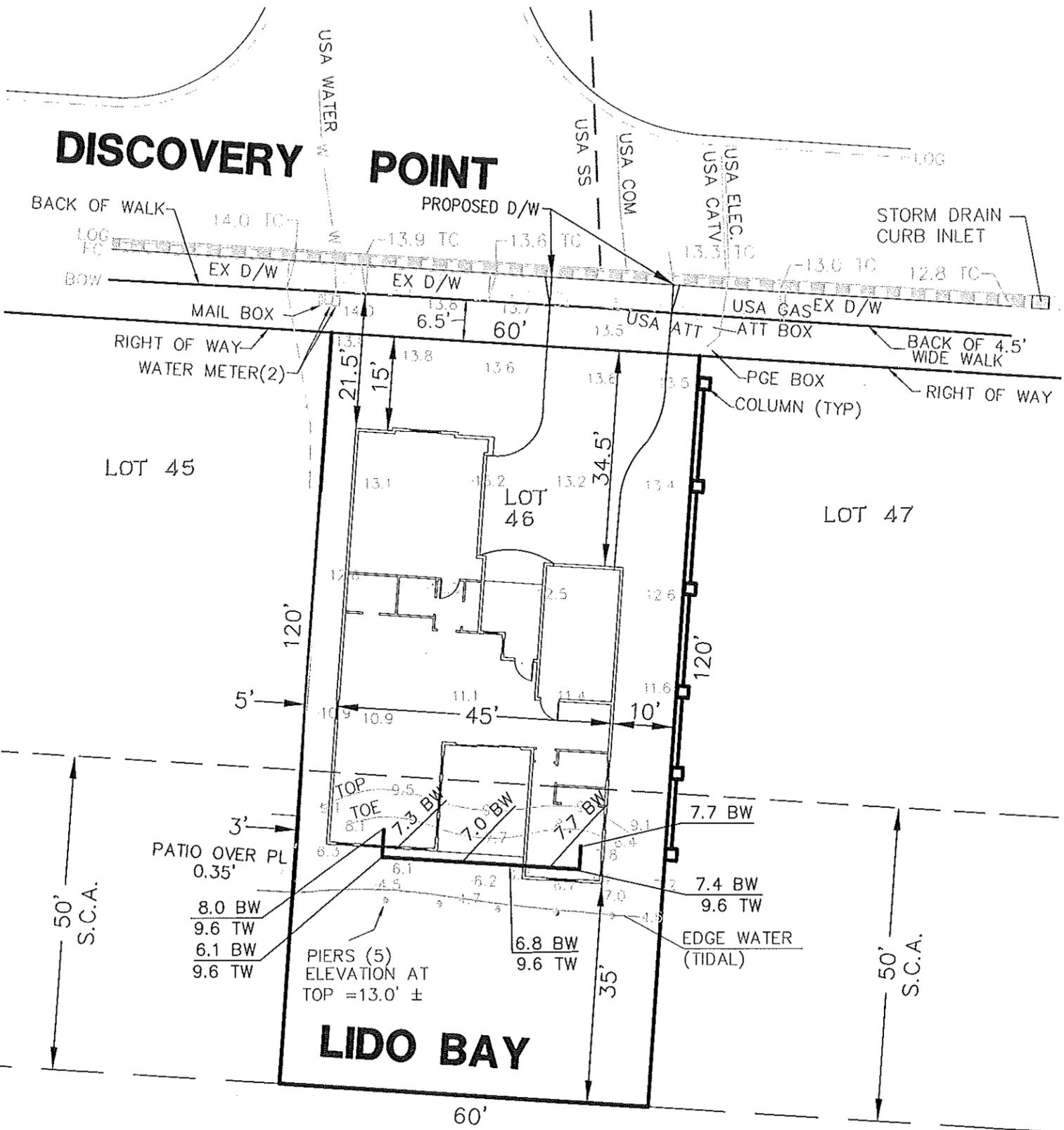
PLANNING-ENGINEERING-CONSTRUCTION

1440 MARIA LANE, SUITE 200

WALNUT CREEK, CALIFORNIA 94596

JANUARY 2015

SCALE: 1" = 20'

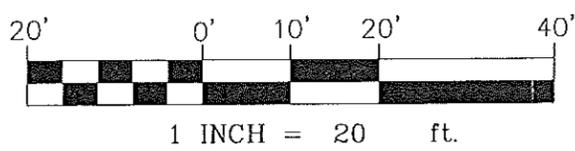


### LEGEND

	BOUNDARY
	RIGHT-OF-WAY
	EXISTING EASEMENT LINE
	NEIGHBOR LOT LINES
	EDGE OF CONCRETE
	EXISTING STORM DRAIN
	FENCE
	8" CONCRETE WALL
	DRIVE WAY
	LIP OF GUTTER
	FACE OF CURB
	BACK OF WALK
	BOTTOM OF WALL
	TOP OF WALL
	TOP OF CURB
	PROPERTY LINE
	SANITARY SEWER
	SLOPE CONTROL AREA (123M18)
	PIERS

APR 03 2015  
Dept of Conservation & Development

NOTE: "STORM CONTROL AREA" OR "S.C.A." ARE DEDICATED TO RECLAMATION DISTRICT NO. 800, OR ITS DESIGNEE AND OFFERED FOR DEDICATION TO THE COUNTY OF CONTRA COSTA, OR ITS DESIGNEE FOR THE PURPOSE OF CONTROLLING SLOPE RATIOS, STRUCTURAL OR OTHERWISE, THAT WILL PREVENT EROSION, SLIDING, AND INTERFERENCE OF THE VOLUME OR RATIO OF FLOW OF WATER THROUGH WATERWAYS OR DRAINAGE CHANNELS.



SHEET 1 OF 1

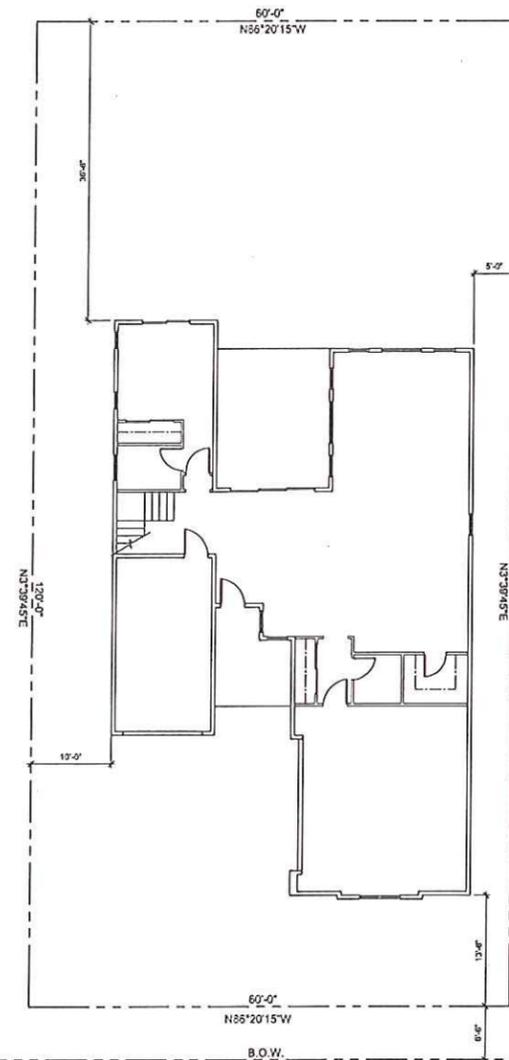
## GENERAL NOTES

THESE NOTES ARE ARRANGED ACCORDING TO THE FOLLOWING DIVISIONS AS A CONVENIENCE TO THE CONTRACTOR. GENERAL NOTES ARE NOT LIMITED BY THEIR DIVISION HEADING AND APPLY AS NECESSARY THROUGHOUT THE ENTIRE PROJECT.

1. CODES/PERMITS
  - A. ALL CONTRACTORS WORK SHALL CONFORM TO THE 2013 CALIFORNIA BUILDING CODE (BASED ON THE 2013 INTERNATIONAL BUILDING CODE), MECHANICAL, PLUMBING, ELECTRICAL, ENERGY, FIRE AND GREEN BUILDING STANDARDS CODES, AMERICANS WITH DISABILITIES ACT, AND ALL OTHER APPLICABLE CODES OR THOSE ADOPTED BY THE CITY OF OAKLAND AND/OR ALAMEDA COUNTY, GOVERNING AUTHORITIES AND CODES TAKE PRECEDENCE OVER DRAWINGS AND SPECIFICATIONS. REPORT DISCREPANCIES TO THE ARCHITECT IMMEDIATELY.
  - B. CITY BUSINESS LICENSES ARE REQUIRED AND PAID FOR BY ALL CONTRACTORS AND SUBCONTRACTORS PROVIDING WORK ON THE BUILDING OR SITE.
2. PLANS
  - A. DIMENSIONS SHALL GOVERN OVER WORKING DRAWINGS. DO NOT SCALE DRAWINGS. ALL DIMENSIONS ARE TO THE FACE OF STUD UNLESS NOTED OTHERWISE.
  - B. IN THE EVENT CERTAIN FEATURES OF THE CONSTRUCTION ARE NOT FULLY SHOWN ON THE DRAWINGS OR CALLED FOR IN THE NOTES, THEN THEIR CONSTRUCTION SHALL BE OF THE SAME CHARACTER AS FOR SIMILAR CONDITIONS THAT ARE SHOWN OR CALLED FOR.
  - C. UNLESS OTHERWISE INDICATED IN THE CONSTRUCTION DOCUMENTS AS BEING NOT IN CONTRACT (N.I.C.) OR EXISTING, ALL OTHER ITEMS, MATERIALS AND INSTALLATION ARE PART OF THE CONTRACT. AS USED IN THE CONSTRUCTION DOCUMENTS, THE CONTRACTOR SHALL PROVIDE AND INSTALL ALL ACCESSORIES, COMPONENTS AND ASSEMBLIES REQUIRED FOR THE WORK DEPICTED OR SPECIFIED.
3. PRIOR TO CONSTRUCTION
  - A. PRIOR TO CONSTRUCTION VERIFY ALL EXISTING CONDITIONS.
  - B. THE CONTRACTOR SHALL THOROUGHLY REVIEW PLANS AND EXISTING SITE CONDITIONS AND NOTIFY ARCHITECT OF ANY DISCREPANCIES, ERRORS OR OMISSIONS PRIOR TO CONSTRUCTION.
  - C. THE CONTRACTOR SHALL MAKE ARRANGEMENTS WITH THE OWNER FOR CONSTRUCTION STAGING AND OBTAIN ALL NECESSARY CITY APPROVALS.
4. CONSTRUCTION
  - A. SMOKING SHALL BE PROHIBITED ON THE CONSTRUCTION SITE. A SUITABLE NUMBER AND TYPE OF "NO SMOKING" SIGNS SHALL BE POSTED.
  - B. NEITHER THE ARCHITECT, NOR THE ENGINEERS, NOR THE OWNERS SHALL BE RESPONSIBLE FOR CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES OR PROCEDURES OF THE CONTRACTOR. SAFETY PRECAUTIONS AND PROGRAMS OF THE CONTRACTOR, THE ACTS OR OMISSIONS OF CONTRACTOR, OR THE FAILURE OF CONTRACTOR TO CARRY OUT THE WORK IN ACCORDANCE WITH THE CONTRACT DOCUMENTS.
  - C. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PERFORMING ALL WORK REQUIRED FOR A COMPLETELY FINISHED PROJECT. THE CONTRACTOR SHALL ALSO BE RESPONSIBLE FOR ALL WORK FURNISHED BY SUBCONTRACTORS.
  - D. INSTALL ALL MATERIALS AND PRODUCTS IN STRICT ACCORDANCE WITH MANUFACTURERS' RECOMMENDATION AND APPLICABLE ICC REPORTS.

- E. NO STRUCTURAL MEMBERS SHALL BE CUT TO ACCEPT PIPES, VENTS, DUCTS, ETC., EXCEPT AS DETAILED OR SPECIFIED HEREIN OR AS APPROVED BY THE STRUCTURAL ENGINEER IN WRITING.
  - F. THE CONTRACTOR SHALL PERFORM ALL WORK IN ACCORDANCE WITH THE PLANS APPROVED BY THE BUILDING OFFICIAL. THE APPROVED PLANS SHALL NOT BE CHANGED OR MODIFIED WITHOUT THE APPROVAL OF THE BUILDING OFFICIAL PER SECTION 108 OF THE CALIFORNIA BUILDING CODE.
  - G. COMBUSTIBLE DEBRIS SHALL NOT BE ALLOWED TO ACCUMULATE INSIDE THE BUILDING. COMBUSTIBLE DEBRIS, RUBBISH AND WASTE MATERIAL SHALL BE REMOVED FROM THE BUILDING DAILY. STOWING OF WASTE MATERIAL IS NOT PERMITTED. ALL AREAS SHALL BE LEFT IN A BROOM-CLEAN CONDITION ON A DAILY BASIS.
  - H. COMBUSTIBLE MATERIAL REMOVED FROM THE BUILDING SHALL BE PILED AS FAR AWAY FROM THE BUILDING AS PRACTICAL, BUT IN NO CASE SHALL COMBUSTIBLE MATERIAL BE PILED CLOSER THAN 25 FEET FROM THE BUILDING. ACCUMULATIONS OF SUCH MATERIAL SHALL BE REMOVED FROM THE SITE AS OFTEN AS NECESSARY TO MINIMIZE THE HAZARDS THEREFROM.
  - I. ANY PERSON USING A TORCH OR OTHER FLAME-PRODUCING DEVICE IN ANY BUILDING OR STRUCTURE SHALL PROVIDE ONE APPROVED FIRE EXTINGUISHER OR WATER HOSE EQUIPPED WITH A SUITABLE NOZZLE, SUFFICIENT IN LENGTH TO REACH ALL PORTIONS OF THE BUILDING, AND CONNECTED TO A WATER SUPPLY ON THE PREMISES WHERE SAID BUILDING OPERATIONS PERFORMED. IN ALL CASES, A FIRE WATCH SHALL BE MAINTAINED IN THE VICINITY OF THE OPERATION FOR ONE HOUR AFTER THE TORCH OR FLAME-PRODUCING DEVICE HAS BEEN USED.
  - J. INSTALLATION OF FRAMING, SUSPENDED CEILING SYSTEMS, GYPSUM BOARD AND ALL FINISHES TO BEGIN ONLY WHEN TEMPERATURE AND HUMIDITY CONDITIONS CLOSELY APPROXIMATE INTERIOR CONDITIONS WHICH WILL EXIST WHEN AREA IS COMPLETE AND OCCUPIED.
5. JOB SITE
    - A. CITY APPROVED PLANS SHALL BE KEPT AT THE SITE AND SHALL NOT BE USED BY WORKERS. ALL CONSTRUCTION SETS SHALL BE KEPT UP TO DATE, AND REFLECT THE SAME INFORMATION.
    - B. CONTRACTOR SHALL BE RESPONSIBLE FOR THE COMPLETE SECURITY OF THE SITE WHILE THE JOB IS IN PROGRESS AND UNTIL THE JOB IS COMPLETE.
    - C. CONTRACTOR SHALL MAINTAIN THE SITE IN A CLEAN AND ORDERLY MANNER. NO RADIOS, ALCOHOL, OR CONTROLLED SUBSTANCES ARE ALLOWED ON THE JOB SITE.
  6. COMMUNICATION
    - A. FIELD CONFIRMATION OF DISCREPANCIES SHALL BE RECORDED AND IMMEDIATELY TRANSMITTED TO ARCHITECT FOR NECESSARY RESOLUTION PRIOR TO CONTINUING WORK.
    - B. THE GENERAL CONTRACTOR SHALL PROVIDE OR MAKE AVAILABLE A COMPLETE SET OF CONSTRUCTION DOCUMENTS TO EVERY SUBCONTRACTOR BOONING ANY PORTION OF THIS PROJECT. THE CONSTRUCTION DOCUMENTS SHALL NOT BE SEPARATED INTO DISCIPLINES (ARCHITECTURAL, MECHANICAL, ELECTRICAL, ETC.) FOR PURPOSE OF SUBCONTRACTOR BIDDING. THE GENERAL CONTRACTOR SHALL REQUIRE BIDDING SUBCONTRACTOR TO REVIEW THE ENTIRE SET OF CONSTRUCTION DOCUMENTS TO OBTAIN CLARITY ON THE COMPLETE SCOPE OF THEIR WORK AND REFER TO CROSS DISCIPLINE DRAWINGS FOR FULL COORDINATION OF WORK WITH OTHER TRADES, AND TO BE AWARE OF ALL WORK WHICH DOES NOT APPEAR WITHIN THE PARTICULAR DISCIPLINE'S DRAWINGS FOR THE PARTICULAR TRADE. FURTHERMORE, THE GENERAL CONTRACTOR SHALL INSURE THAT EACH SUBCONTRACTOR WORK ON THE PROJECT MAINTAINS A FULL SET OF CONSTRUCTION DOCUMENTS THROUGHOUT THE CONSTRUCTION OF THE PROJECT.
    - C. PORTIONS OF THE DESIGN WILL BE DEFERRED SUBMITTALS PREPARED BY OTHERS. (SEE DEFERRED SUBMITTALS, SCHEDULED ON THIS SHEET) DEFERRED SUBMITTALS SHALL BE REVIEWED BY THE ENGINEER, STAMPED TO INDICATE THEY HAVE BEEN REVIEWED AND ARE IN GENERAL CONFORMANCE WITH THE BUILDING DESIGN, AND SHALL BE SUBMITTED TO THE CITY BY THE ENGINEER NO LATER THAN 7 DAYS AFTER BUILDING PERMIT.

## KEYED NOTES



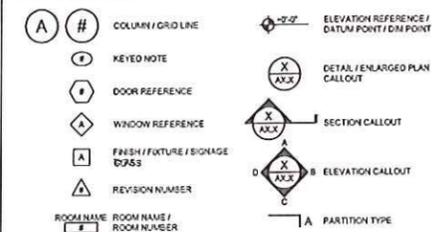
DISCOVERY POINT



## ABBREVIATIONS

(N)	NEW	IN	INCH
(E)	EXISTING	MAX.	MAXIMUM
Ø	CENTERLINE	MFR.	MANUFACTURER
Ø	DIAMETER OR ROUND	MIX.	MIXTURE
ADA	AMERICANS WITH DISABILITIES ACT	MISC.	MISCELLANEOUS
ADD.	ADDITIONAL	N.I.C.	NOT IN CONTRACT
A.F.F.	ABOVE FINISH FLOOR	O.C.	ON CENTER (S)
ALUM.	ALUMINUM	PL.	PROPERTY LINE
BLDG.	BUILDING	PL.	PLATE
B.O.	BOTTOM OF	PLAM.	PLASTIC LAMINATE
BLVD.	BLOCKING	PLYWD.	PLYWOOD
BM.	BEAM	PVC.	POLYVINYL CHLORIDE
C.C.	CALIFORNIA BUILDING CODE	PT.	POINT
CLD.	CEILING	REF.	REFERENCE. REFER TO
CLR.	CLEAR	REQD.	REQUIRED
CMU	CONCRETE MASONRY UNIT	R.O.	ROUGH OPENING
CONC.	CONCRETE	S.C.D.	SEE CIVIL DRAWINGS
CONT.	CONTINUOUS	S.E.D.	SEE ELECTRICAL DRAWINGS
DIA.	DIAMETER	S.F.	SQUARE FOOT/FEET
DIM.	DIMENSION	SHT.	SHEET
EA.	EACH	SM.	SIMILAR
EQ.	EQUAL	S.M.D.	SEE MECHANICAL DRAWINGS
EQUIP.	EQUIPMENT	S.P.D.	SEE PLUMBING DRAWINGS
EXT.	EXTERIOR	S.P.S.	SEE STRUCTURAL DRAWINGS
F.D.	FLOOR DRAIN	T.O.	TOP OF
F.E.	FIRE EXTINGUISHER	T.O.C.	TOP OF CURB/CONCRETE
F.F.	FINISH FLOOR	T.O.D.	TOP OF DECK
F.F.	FINISH FLOOR	T.O.F.	TOP OF FRAMING
F.F.	FINISH FLOOR	T.O.S.	TOP OF SLAB
F.F.	FINISH FLOOR	T.O.W.	TOP OF WALL
F.F.	FINISH FLOOR	TYP.	TYPICAL
F.F.	FINISH FLOOR	U.N.O.	UNLESS NOTED OTHERWISE
F.F.	FINISH FLOOR	V.I.F.	VERIFY IN FIELD
F.F.	FINISH FLOOR	V.C.T.	VINYL COMPOSITION TILE
F.F.	FINISH FLOOR	W/	WITH
F.F.	FINISH FLOOR	W/O	WITHOUT
F.F.	FINISH FLOOR	WD	WOOD
G.C.	GENERAL CONTRACTOR		
GLB.	GLUE LAM BEAM		
GSM.	GALVANIZED SHEET METAL		
GYP. BD.	GYPSUM BOARD		
H.M.	HOLLOW METAL		
HR.	HOUR		
HT.	HEIGHT		
HT.	HEIGHT		
HVAC	HEATING VENTILATING AND AIR CONDITIONING		

## SYMBOLS LEGEND



## VICINITY MAP



## PROJECT DESCRIPTION

NEW 2-STORY SINGLE FAMILY RESIDENCE WITH ATTACHED 1-CAR & 2-CAR GARAGES.

## CODE ANALYSIS

### GENERAL INFORMATION

APN:	004230-0156
ZONING:	F-1
LOT SIZE:	7,200 SF
OCCUPANCY TYPE:	R-3
CONSTRUCTION TYPE:	V-B
STORIES:	TWO
FIRST FLOOR LIVING AREA:	1,428 SF
SECOND FLOOR LIVING AREA:	1,775 SF
GARAGE AREA:	781 SF
	3,984 SF
LOT COVERAGE: (3,984 SF / 7,200 SF)	55%

## CODE COMPLIANCE

THESE DRAWINGS WERE PREPARED IN COMPLIANCE WITH 2013 CALIFORNIA BUILDING CODES. ALL CONSTRUCTION TO COMPLY WITH LOCAL CODES AND ORDINANCES AND THE FOLLOWING:  
 \*2013 CALIFORNIA BUILDING CODE (CBC)  
 \*2013 ELECTRIC CODE (CEC)  
 \*2013 UNIFORM MECHANICAL CODE (UMC)  
 \*2013 UNIFORM PLUMBING CODE (UPC)  
 \*2013 CALIFORNIA FIRE CODE (CFC)  
 \*CONTRA COSTA COUNTY ZONING REGULATIONS  
 \*ALL OTHER APPLICABLE CODES AS AMENDED BY THE STATE OF CALIFORNIA AND AS ADOPTED BY CONTRA COSTA COUNTY. GOVERNING AUTHORITIES AND CODES TAKE PRECEDENCE OVER DRAWINGS AND SPECIFICATIONS. REPORT DISCREPANCIES TO THE ARCHITECT IMMEDIATELY.

## PROJECT DIRECTORY

**OWNER**  
**DAVE & RITA MILLER**  
 4525 DISCOVERY POINT  
 DISCOVERY BAY, CA 94505  
 EMAIL: d-miller@signaturedevelopment.com

**STRUCTURAL ENGINEER**  
**KPW**  
 130 WEBSTER STREET, SUITE 200  
 OAKLAND, CA 94612  
 CONTACT: KEVIN TREAT  
 PHONE: (510) 208-3300  
 EMAIL: ktreat@kpwise.com

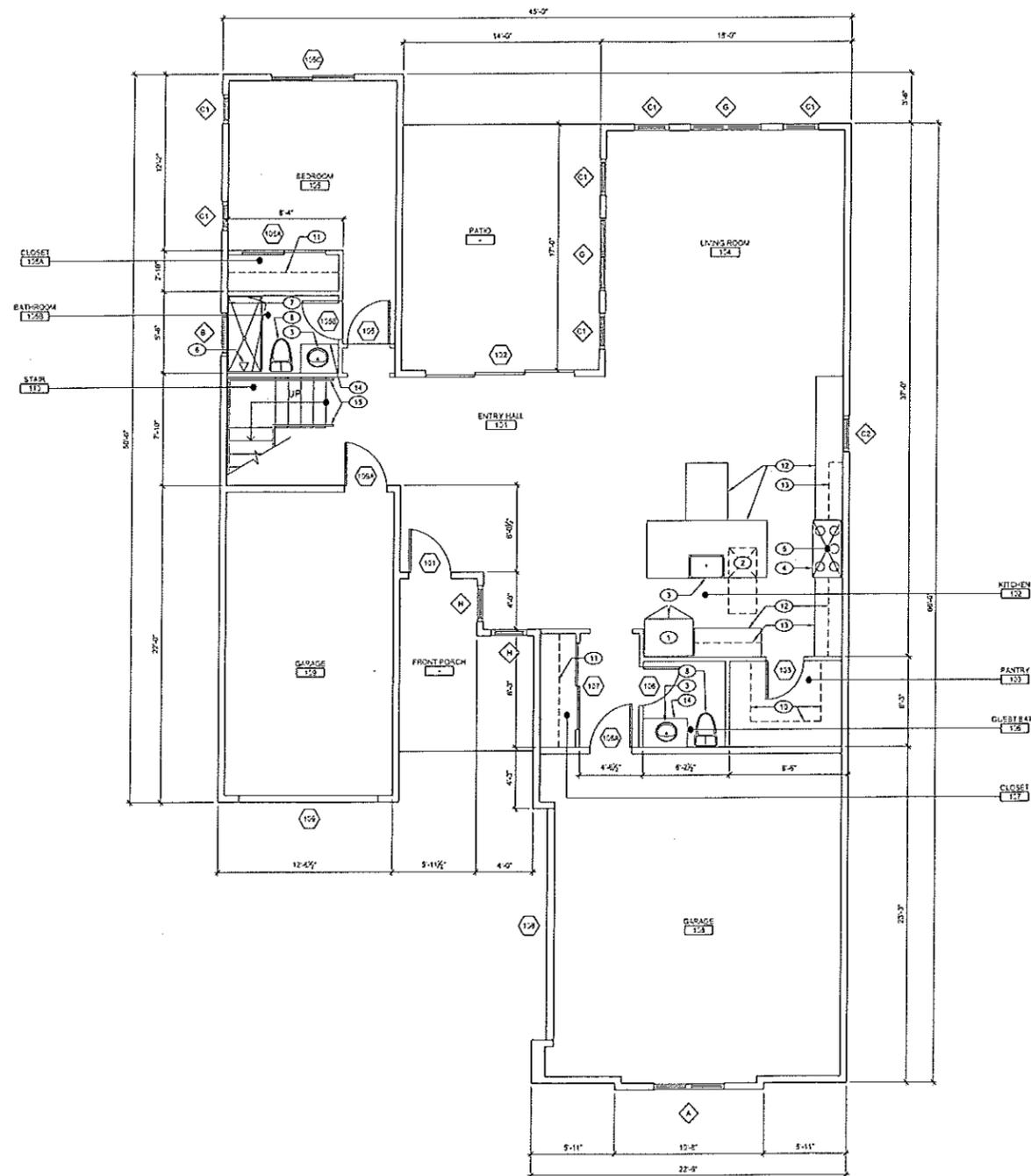
**GOVERNMENTAL AGENCIES**  
**CONTRA COSTA COUNTY**  
 CONSERVATION & DEVELOPMENT  
 33 KUIR ROAD  
 MARTINEZ, CA 94553  
 PHONE: (925) 874-7200

## SHEET INDEX

<b>GENERAL/ARCHITECTURAL</b>	
A3.1	SITE PLAN, NOTES & CODE ANALYSIS
A3.2	CAL GREEN COMPLIANCE
A3.1	FIRST FLOOR PLAN
A3.2	SECOND FLOOR PLAN
A3.3	ROOF PLAN
A3.1	WINDOW & DOOR SCHEDULES
<b>STRUCTURAL</b>	
S1.0	GENERAL NOTES
S2.1	FOUNDATION & SECOND FLOOR FRAMING PLAN
S2.2	ROOF FRAMING PLAN
S3.1	CONCRETE DETAILS
S3.1	WOOD DETAILS
S3.2	WOOD DETAILS

Sheet no.:  
 PERMIT  
 DATE: 03/17/15  
 SHEET TITLE:  
 SITE PLAN, NOTES, AND CODE ANALYSIS

Sheet no.:  
**A0.1**



**KEYED NOTES** ①

- NOTE: THESE NOTES APPLY TO THIS SHEET ONLY.
1. REFRIGERATOR, SELECTED BY OWNER
  2. DISHWASHER, SELECTED BY OWNER
  3. SINK AND FAUCET (1.5 GPM MAX. AT BATHROOMS AND 1.8 GPM AT KITCHEN); SELECTED BY OWNER
  4. GAS RANGE, SELECTED BY OWNER
  5. HOOD AND EXHAUST VENT, SELECTED BY OWNER
  6. SHOWERS, BATH FIXTURES AND WATER CONTROLS (2.0 GPM MAX.); SELECTED BY OWNER. VERIFY HEIGHT WITH OWNER.
  7. TYPICAL SHOWER SURFACES, TILE AS SELECTED BY OWNER. WALLS SHALL HAVE A SMOOTH, HARD, NON-ABSORBENT SURFACE TO A HEIGHT OF NOT LESS THAN 7'0" ABOVE THE DRAIN FLET. TILE SHALL BE INSTALLED OVER GEMENTIOUS BACKER BOARD OVER A WATERPROOF MEMBRANE IN ACCORDANCE WITH THE LATEST EDITION OF THE TILE COUNCIL OF AMERICA HANDBOOK DETAILS W24 AND B412, INCLUDING ANSI REFERENCES.
  8. TOILET (1.28 GPF MAX.); SELECTED BY OWNER
  9. OVIAT
  10. CUSTOM CLOSET ORGANIZER CABINETS, DESIGNED BY OTHERS
  11. CLOSET POLE, W/ 12" DEEP SHELF ABOVE AT 5'-0" A.F.F.
  12. 24" DEEP, 36" HIGH LOWER CABINETS W/ TIE KICK, DOORS, DRAWERS AND ADJUSTABLE SHELVES; SOLID SURFACE COUNTERTOP ABOVE W/ 4" BACKSPLASH - AS DESIGNED/SELECTED BY OWNER
  13. 12" DEEP UPPER CABINETS W/ DOORS AND ADJUSTABLE SHELVES - AS SELECTED BY OWNER
  14. 22" DEEP, 36" HIGH LOWER CABINETS W/ TIE KICK, DOORS, DRAWERS AND ADJUSTABLE SHELVES; SOLID SURFACE COUNTERTOP ABOVE W/ 4" BACKSPLASH - AS DESIGNED/SELECTED BY OWNER
  15. HANDRAIL AT STAIRS - TO RAILINGS AT 34" MIN. & 31" MAX. ABOVE TREAD. 4" MAX SPACING BETWEEN RAILING VERTICALS

**GENERAL NOTES**

- A. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
- B. ANGLES ARE 90 DEGREES, UNLESS NOTED OTHERWISE.
- C. SEAL ALL PENETRATIONS THROUGH EXTERIOR WALL IN WATER TIGHT.
- D. SEAL ALL PENETRATIONS AND ALL CRACKS AT THE BASE OF WALL IN CONDITIONED SPACES NEXT TO GARAGE.
- E. ALL EXTERIOR WALLS SHALL BE PROVIDED WITH FULL DEPTH, UNFACED BATT INSULATION.
- F. PROVIDE MECHANICAL EXHAUST FANS IN ALL BATHROOMS.
- G. NEW RESIDENTIAL LIGHTING MUST MEET 2013 TITLE 24 REQUIREMENTS.
- H. KITCHEN LIGHTING: ELECTRICAL CONTRACTOR SHALL PROVIDE A KITCHEN LIGHTING WORKSHEET WHENEVER LESS THAN 100% OF THE KITCHEN LIGHT FIXTURES ARE HIGH EFFICACY (I.E. FLUORESCENT, WITH HARD-WIRED BALLAST).
- I. ELECTRICAL OUTLETS TO BE LOCATED IN EACH ROOM, NO MORE THAN 6'-0" APART.
- J. LIGHT & VENTILATION CALCULATIONS:  
(GLAZING AREA PROVIDED IS CALCULATED USING 80% OF GROSS WINDOW AREA)

	REQ'D	PROV'D
BEDROOM #128 166 S.F.		
NATURAL LIGHT (B7 S.F. MIN)	123	25.4
VENTILATION (4 S.F. MIN)	6.6	29
EGRESS (B7 S.F. MIN)	YES	YES

**LEGEND**

- EXTERIOR STOW WALL
- INTERIOR STOW WALL
- ALIGN

**MILLER HOUSE**  
 4523 DISCOVERY POINT  
 DISCOVERY BAY, CA 94965

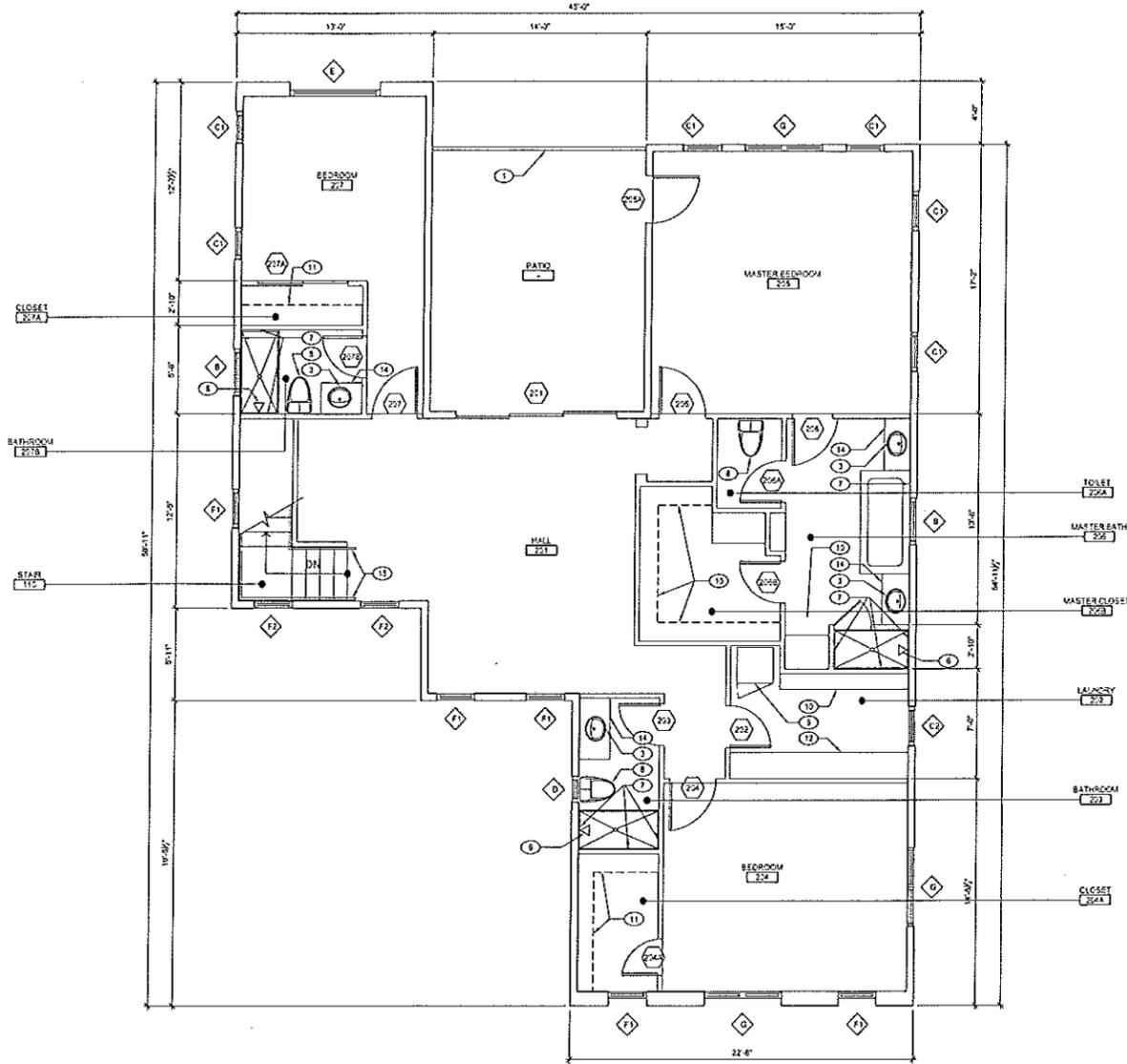
DESIGN: PERWT  
 DATE: 02/17/15

FLOOR PLAN

DATE: 02/17/15

A2.1

02/17/15



**KEYED NOTES**

- NOTE: THESE NOTES APPLY TO THIS SHEET ONLY.
- BALCONY RAILING - RE-A31
  - OUT
  - SINK AND FAUCET (1.5 GPM MAX. AT BATHROOMS AND 1.8 GPM AT KITCHEN); SELECTED BY OWNER
  - OUT
  - OUT
  - SHOWER BATH FIXTURES AND WATER CONTROLS (2.0 GPM MAX.); SELECTED BY OWNER; VERIFY HEIGHT WITH OWNER
  - TYPICAL SHOWER SURFACES, TILE AS SELECTED BY OWNER; WALLS SHALL HAVE A SMOOTH, HARD, NON-ABSORBENT SURFACE TO A HEIGHT OF NOT LESS THAN 7' ABOVE THE DRAIN FLEET; TILE SHALL BE INSTALLED OVER CERAMIC WITHOUS BACKER BOARD OVER A WATERPROOF MEMBRANE IN ACCORDANCE WITH THE LATEST EDITION OF THE TILE COUNCIL OF AMERICA HANDBOOK DETAILS W344 AND B412, INCLUDING ANSI REFERENCES.
  - TOILET (1.25 GPF MAX.); SELECTED BY OWNER
  - STACKABLE CLOTHES WASHER & DRYER; SELECTED BY OWNER
  - CUSTOM CLOSET ORGANIZER CABINETS; DESIGNED BY OTHERS
  - CLOSET FROE W/ 12" DEEP SHELF ABOVE AT 5'4" AFF.
  - 3" DEEP, 30" HIGH LOWER CABINETS W/ TOE KICK, DOORS, DRAWERS AND ADJUSTABLE SHELVES; SOLID SURFACE COUNTERTOP ABOVE W/ 4" BACKSPASH - AS DESIGNED SELECTED BY OWNER
  - OUT
  - 2" DEEP, 30" HIGH LOWER CABINETS W/ TOE KICK, DOORS, DRAWERS AND ADJUSTABLE SHELVES; SOLID SURFACE COUNTERTOP ABOVE W/ 4" BACKSPASH - AS DESIGNED SELECTED BY OWNER
  - HANDRAIL AT STAIRS - TO: RAILING AT 34" MIN. & 38" MAX. ABOVE TREAD, 4" MAX SPACING BETWEEN RAILING MEMBERS

**GENERAL NOTES**

- ALL DIMENSIONS ARE TO FACE WOOD STUDS OR CENTER OF DOOR/WINDOW OPENING UNLESS NOTED OTHERWISE
- ANGLES ARE 90 DEGREES UNLESS NOTED OTHERWISE
- SEAL ALL PENETRATIONS THROUGH EXTERIOR WALL WATER TIGHT.
- ALL EXTERIOR WALLS SHALL BE PROVIDED WITH FULL DEPTH UNFACED BATT INSULATION
- PROVIDE MECHANICAL EXHAUST FANS IN ALL BATHROOMS
- NEW RESIDENTIAL LIGHTING MUST MEET 2013 TITLE 24 REQUIREMENTS
- ELECTRICAL OUTLETS TO BE LOCATED IN EACH ROOM, NO MORE THAN 8'0" APART.
- LIGHT & VENTILATION CALCULATIONS (INSULATING AREA PROVIDED IS CALCULATED USING 80% OF GROSS WINDOW AREA)

ROOM #/SQ. FT.	REQ'D	PROVIDED
BEDROOM #204, 213 SF		
NATURAL LIGHT (8% MIN)	17	43
VENTILATION (1% MIN)	8.5	25
EGRESS (5.7 S.F. MIN)	YES	YES
MASTER BEDROOM #205, 238 SF		
NATURAL LIGHT (8% MIN)	22.8	42.4
VENTILATION (1% MIN)	11.4	25.3
EGRESS (5.7 S.F. MIN)	YES	YES
BEDROOM #207, 173 SF		
NATURAL LIGHT (8% MIN)	13.8	31.6
VENTILATION (1% MIN)	8.5	39.8
EGRESS (5.7 S.F. MIN)	YES	YES

**LEGEND**

- EXTERIOR STUD WALL
- INTERIOR STUD WALL
- INTERIOR PARTIAL HEIGHT STUD WALL 42" HIGH UNO.
- ARCH

**MILLER HOUSE**  
 4525 DISCOVERY POINT  
 DISCOVERY BAY, CA 94905

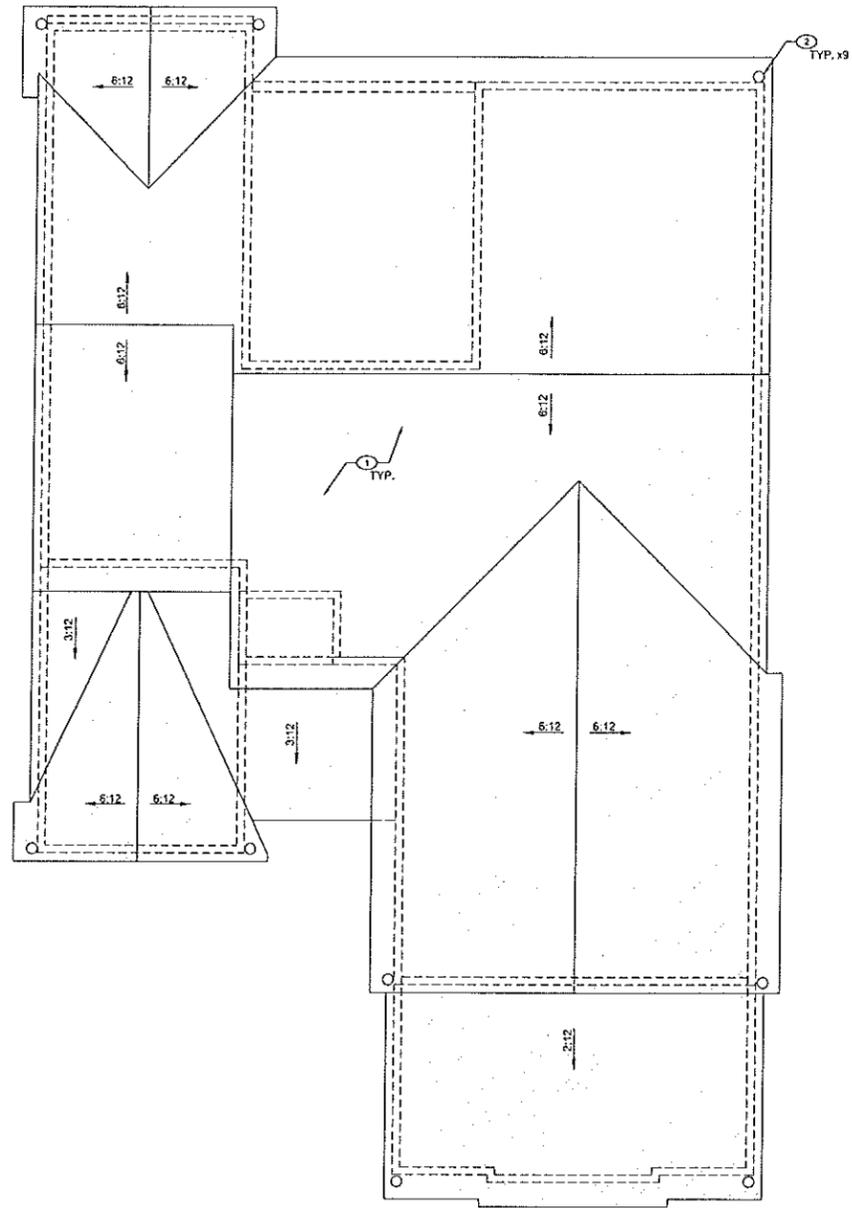
**1 SECOND FLOOR PLAN**  
 SCALE: 1/4" = 1'-0"

DESIGNED BY: PERMIT  
 DATE: 02-17-15  
 SHEET NO: **SECOND FLOOR PLAN**  
 SHEET NO: **A2.2**

REQUIRED ATTIC VENTILATION					
ZONE	AREA	VENTILATION RATE	REQUIRED LOWER	REQUIRED UPPER	TOTAL REQUIRED
ZONE 1	2,319 SQ.FT.	150	1,085 SQ.IN.	1,085 SQ.IN.	2,170 SQ.IN.
ZONE 2	300 SQ.FT.	150	144 SQ.IN.	144 SQ.IN.	288 SQ.IN.
ZONE 3	285 SQ.FT.	150	137 SQ.IN.	137 SQ.IN.	274 SQ.IN.

PROVIDED ATTIC VENTILATION				
ZONE	VENT TYPE	CLEAR AREA/UNIT	UNIT COUNT	TOTAL PROVIDED
ZONE 1	UPPER: RIDGE VENT DORMER VENT	12.5 SQ.IN./LF MIN 72 SQ. IN.	72 LF 3	875 SQ.IN. 215 SQ.IN. 1,090 SQ.IN.
	LOWER: EAVE BLOCK VENT	13 SQ.IN./LF MIN.	127 LF	1,670 SQ.IN.
ZONE 2	UPPER: DORMER VENT	72 SQ. IN.	2	144 SQ. IN.
	LOWER: EAVE BLOCK VENT	13 SQ IN./LF MIN.	14 LF	182 SQ.IN.
ZONE 3	UPPER: RIDGE VENT	12.5 SQ.IN./LF MIN.	11 LF	138 SQ.IN.
	LOWER: EAVE BLOCK VENT	13 SQ.IN./LF MIN.	14 LF	182 SQ.IN.



**KEYED NOTES** ①

NOTE: THESE NOTES APPLY TO THIS SHEET ONLY

1. COMPOSITION ROOFING SHINGLES
2. DOWNSPOUT

**GENERAL NOTES**

- A. BUILDING INSULATION:
- |               |                           |
|---------------|---------------------------|
| LOCATION      | REQUIRED INSULATION       |
| ROOF/CEILING  | R-38 AT ENTIRE ATTIC AREA |
| EXTERIOR WALL | R-21                      |
| FLOOR         | R-19                      |

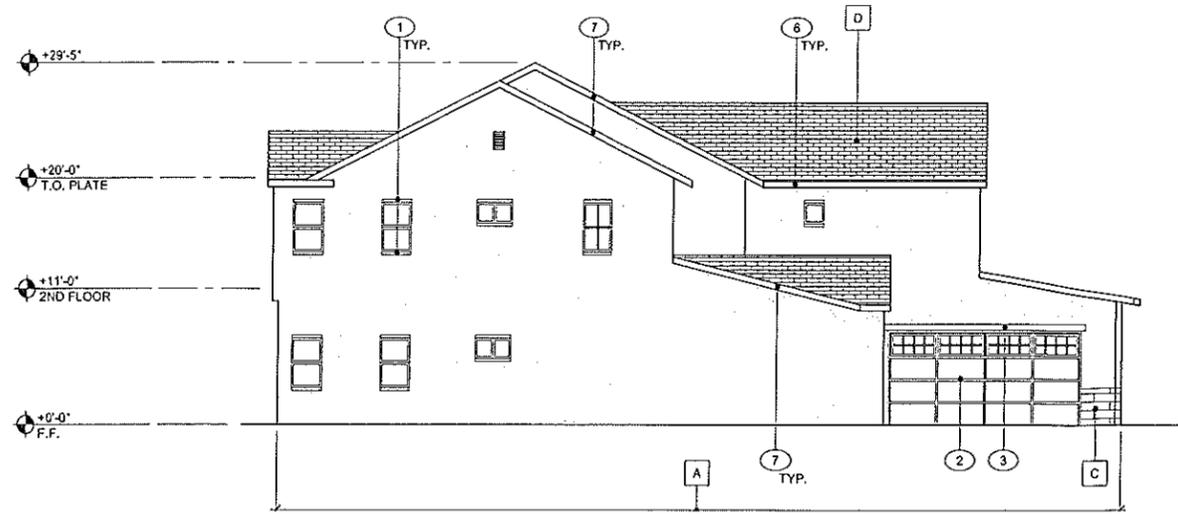
MILLER HOUSE  
1455 DISCOVERY COURT  
DISCOVERY BAY, CA 94926

① **ROOF PLAN**  
SCALE: 1/4" = 1'-0"

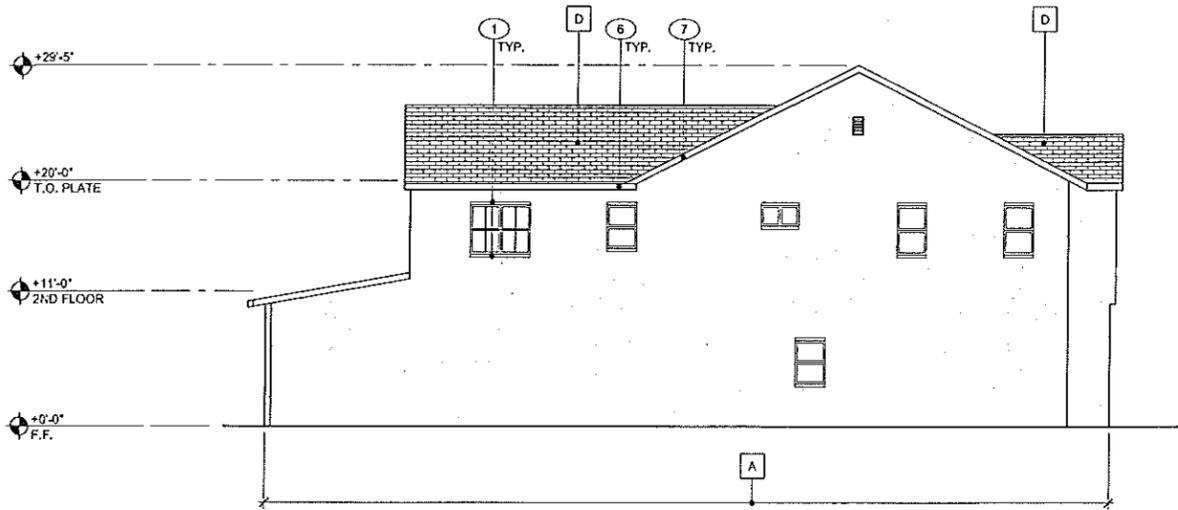


DATE: PERMIT  
DATE: 05-17-15  
DRAWN BY:  
**ROOF PLAN**

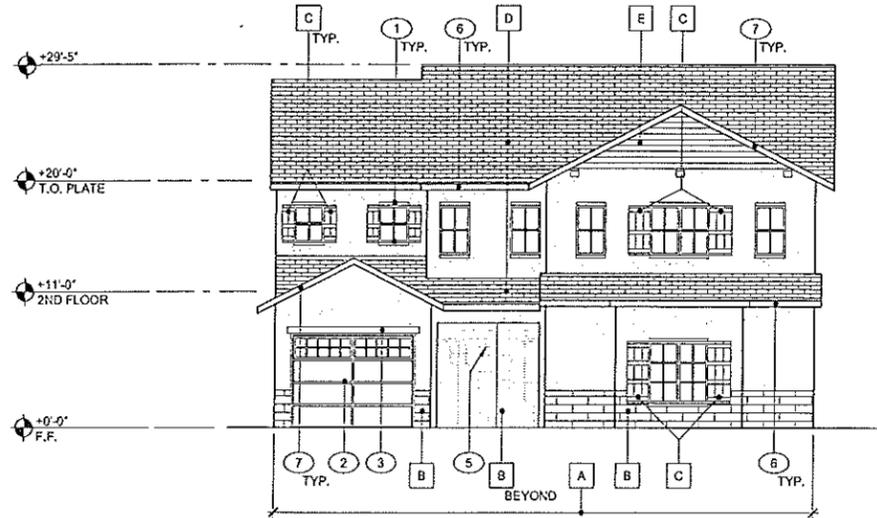
A2.3



1 EAST ELEVATION  
SCALE: 3/16" = 1'-0"



2 WEST ELEVATION  
SCALE: 3/16" = 1'-0"



3 NORTH ELEVATION  
SCALE: 3/16" = 1'-0"



4 SOUTH ELEVATION  
SCALE: 3/16" = 1'-0"

KEYED NOTES

- NOTE: THESE NOTES APPLY TO SHEETS A3.1A AND A3.1B ONLY.
1. WINDOW TRIM - COLOR AS SELECTED BY OWNER
  2. GARAGE DOOR - SEE PLAN & DOOR SCHEDULE
  3. DOOR TRIM - COLOR AS SELECTED BY OWNER
  4. BALCONY RAILING - TOP OF RAILING AT 42" A.F.F. WITH 4" MAX. SPACING BETWEEN MEMBERS
  5. LIGHT FIXTURE - AS SELECTED BY OWNER
  6. GUTTER PAINT - COLOR AS SELECTED BY OWNER
  7. FASCIA PAINT - COLOR AS SELECTED BY OWNER

MATERIALS

- NOTE: THESE NOTES APPLY TO THIS SHEET ONLY.
- A. CEMENT PLASTER SYSTEM, SMOOTH FINISH - COLOR SELECTED BY OWNER
  - B. STONE VENER - SELECTED BY OWNER
  - C. WOOD SHUTTERS - SELECTED BY OWNER
  - D. COMPOSITION ROOFING SHINGLES - COLOR SELECTED BY OWNER
  - E. FIBER CEMENT PANEL SIDING - COLOR SELECTED BY OWNER

GENERAL NOTES

MILLER HOUSE  
1435 DISCOVERY POINT  
DISCOVERY BAY, CA 94925

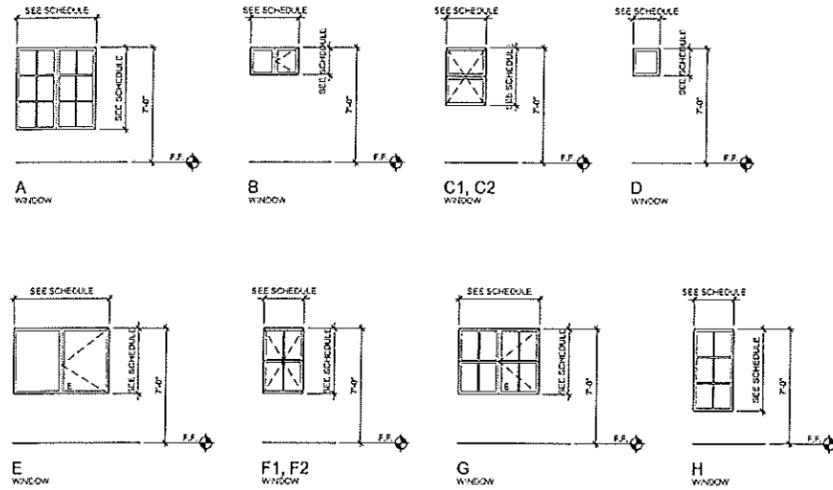
ISSUED: FEBRUET  
DATE: 03/17/15  
SHEET NO.  
EXTERIOR ELEVATIONS

A3.1

## WINDOW SCHEDULE

WINDOW						
TYPE	WTH.	HT.	MAT.	FIN.	OPERATION	NOTES
A	5'-0"	5'-0"	VNYL	T80	FIXED	
B	3'-0"	1'-6"	VNYL	T80	SLIDER	
C1	2'-6"	4'-0"	VNYL	T80	DOUBLE HUNG	
C2	2'-6"	3'-0"	VNYL	T80	DOUBLE HUNG	
D	1'-6"	1'-6"	VNYL	T80	FIXED	
E	6'-0"	4'-0"	VNYL	T80	SLIDER	
F1	2'-6"	4'-0"	VNYL	T80	DOUBLE HUNG	
F2	2'-6"	3'-0"	VNYL	T80	DOUBLE HUNG	
G	5'-0"	4'-0"	VNYL	T80	SLIDER	
H	2'-6"	5'-0"	VNYL	T80	FIXED	

## WINDOW TYPES



## WINDOW NOTES

- DIMENSIONS PROVIDED IN WINDOW SCHEDULE ARE FOR ROUGH OPENINGS. SEE DETAILS FOR ADDITIONAL DIMENSIONAL INFORMATION. FIELD VERIFY ALL ROUGH OPENINGS PRIOR TO COMMENCEMENT OF WORK OR ORDERING.
- ALL GLAZING SHALL MEET STANDARDS AS SET FORTH IN CHAPTER 24 C.B.C.
- WINDOW HEAD HEIGHTS TO ALIGN WITH DOOR HEAD HEIGHTS WHERE OCCURS.
- ALL GLAZING IN DOORS AND ADJACENT TO A DOOR WITHIN A 24" ARC AND LESS THAN 5' ABOVE WALKING SURFACE SHALL BE TEMPERED SAFETY GLASS.

## GLAZING LEGEND

- FIXED DUAL-PANE WINDOW
- OPERABLE DUAL-PANE WINDOW
- EMERGENCY EGRESS WINDOW - MIN. 5.7 SF. MIN. NET CLEAR OPENING OF 20" x 24". BOTTOM OF CLEAR OPENING SHALL BE INSTALLED AT 44" AFF MAX.
- TEMPERED SAFETY GLASS WHERE WINDOW PANE IS WITHIN A 24" ARC OF EITHER VERTICAL EDGE OF A DOOR IN A CLOSED POSITION.

## DOOR MATERIAL & FINISHES

- MATERIAL**
- WD - WOOD
- FINISHES**
- PC1 - PAINT - TO BE DETERMINED

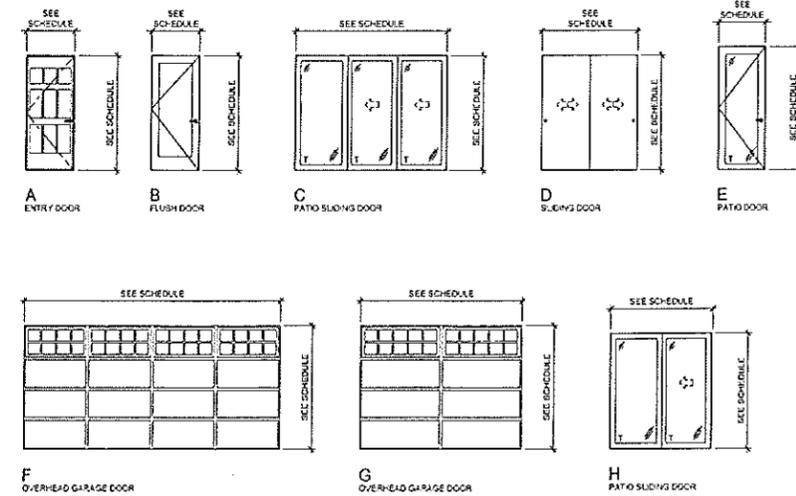
## DOOR NOTES

- SEE FLOOR PLAN FOR DOOR SIZES.
- VERIFY FRAMED OPENINGS WITH MANUFACTURER AND FIELD VERIFY ALL ROUGH OPENINGS PRIOR TO COMMENCEMENT OF WORK OR ORDERING.
- VERIFY ALL DOOR HARDWARE AND ALL DOOR HANGINGS AND SUBMIT FOR REVIEW PRIOR TO ORDERING.
- GLAZING SHALL MEET STANDARDS AS SET FORTH IN C.B.C. CHAPTER 24.

## DOOR SCHEDULE

NO.	LOCATION	DOOR			FRAME			NOTES		
		WTH.	HT.	THK.	TYPE	MAT.	FIN.			
121	ENTRY (EXT.)	3'-0"	7'-0"	1-3/4"	A	WD	PC1	WD	PC1	PROVIDE DOOR BELL
122	PATIO (EXT.)	11'-6"	7'-0"	-	C	WD	PC1	WD	PC1	
123	PANTRY	2'-6"	7'-0"	1-3/4"	B	WD	PC1	WD	PC1	
125	BEDROOM	3'-0"	7'-0"	1-3/4"	B	WD	PC1	WD	PC1	
125A	CLOSET (SLIDING)	6'-0"	7'-0"	1-3/4"	D	WD	PC1	WD	PC1	
125B	BATHROOM	2'-6"	7'-0"	1-3/4"	B	WD	PC1	WD	PC1	
126	BEDROOM (SLIDING EXT.)	6'-0"	7'-0"	-	H	WD	PC1	WD	PC1	
127	HALL CLOSET (SLIDING)	6'-0"	7'-0"	1-3/4"	D	WD	PC1	WD	PC1	
128	GARAGE (OVERHEAD)	15'-0"	7'-6"	-	F	WD	PC1	WD	PC1	
128A	GARAGE	7'-0"	7'-0"	1-3/4"	B	WD	PC1	WD	PC1	
129	GARAGE (OVERHEAD)	12'-0"	7'-6"	-	G	WD	PC1	WD	PC1	
129A	GARAGE	7'-0"	7'-0"	1-3/4"	B	WD	PC1	WD	PC1	
201	PATIO (EXT.)	12'-6"	7'-0"	-	C	WD	PC1	WD	PC1	
202	LAUNDRY	2'-6"	7'-0"	1-3/4"	B	WD	PC1	WD	PC1	
203	BATH-ROOM	2'-6"	7'-0"	1-3/4"	B	WD	PC1	WD	PC1	
204	BEDROOM	3'-0"	7'-0"	1-3/4"	B	WD	PC1	WD	PC1	
204A	CLOSET	2'-6"	7'-0"	1-3/4"	B	WD	PC1	WD	PC1	
205	MASTER BEDROOM	3'-0"	7'-0"	1-3/4"	B	WD	PC1	WD	PC1	
205A	PATIO	3'-0"	7'-0"	1-3/4"	E	WD	PC1	WD	PC1	
206	MASTER BATHROOM	2'-6"	7'-0"	1-3/4"	B	WD	PC1	WD	PC1	
206A	TOILET	2'-6"	7'-0"	1-3/4"	B	WD	PC1	WD	PC1	
206B	MASTER CLOSET	2'-6"	7'-0"	1-3/4"	B	WD	PC1	WD	PC1	
207	BEDROOM	3'-0"	7'-0"	1-3/4"	B	WD	PC1	WD	PC1	
207A	CLOSET (SLIDING)	6'-0"	7'-0"	1-3/4"	D	WD	PC1	WD	PC1	
207B	BATH-ROOM	2'-6"	7'-0"	1-3/4"	B	WD	PC1	WD	PC1	

## DOOR TYPES



MILLER HOUSE  
4435 DISCOVERY BLVD.  
DISCOVERY BAY, CA 94805

DATE: PERMIT  
DATE: 02/17/15  
DATE: 02/17/15  
DATE: 02/17/15

DATE: 02/17/15

DOOR & WINDOW SCHEDULE

DATE: 02/17/15

## Annual Water Quality Report - Reporting Year 2014

Town of Discovery Bay CSD  
1800 Willow Lake Road  
Discovery Bay, CA 94505

PWSID#: 0710009

### Our Mission Continues

We are proud to present once again our annual water quality report covering all testing performed between January 1 and December 31, 2014. Most notably, last year marked the 40th anniversary of the Safe Drinking Water Act (SDWA). This rule was created to protect public health by regulating the nation's drinking water supply. We celebrate this milestone as we continue to manage our water system with a mission to deliver the best quality drinking water. By striving to meet the requirements of SDWA, we are ensuring a future of healthy, clean drinking water for years to come.

Please let us know if you ever have any questions or concerns about your water.

If you have any questions about this report or concerns about your water utility, please contact the Town of Discovery Bay CSD district office at (925) 634-1131 or Veolia Water at (925) 634-8818. We want our valued customers to be informed about their water utility.

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### Getting Involved with the Community

If you want to learn and get involved with your community, please attend the Town of Discovery Bay Community Services District Board of Director's regularly scheduled meetings. They are held on the 1st and 3rd Wednesday of each month, starting at 7:00 p.m. at the Town of Discovery Bay Community Center located at 1601 Discovery Bay Blvd. Please also view our website for news, current and past agendas and minutes of our board meetings, and issues that affect our community at [www.todb.ca.gov](http://www.todb.ca.gov).

### Board Members for 2015

Chris Steele, President

Bill Pease, Vice President

Kevin Graves, Director

Robert Leete, Director

Mark Simon, Director

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## Important Health Information

Some people may be more vulnerable to contaminants in drinking water than the general population. Immunocompromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants may be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. The U.S. EPA/CDC (Centers for Disease Control and Prevention) guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline at (800) 426-4791 or <http://water.epa.gov/drink/hotline>.

## Substances That Could Be in Water

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

In order to ensure that tap water is safe to drink, the U.S. Environmental Protection Agency (U.S. EPA) and State Water Resources Control Board's Division of Drinking Water (DDW) prescribe regulations that limit the amount of certain contaminants in water provided by public water systems. The California Department of Public Health regulations also establish limits for contaminants in bottled water that must provide the same protection for public health. Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk.

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Contaminants that may be present in source water include:

Microbial Contaminants, such as viruses and bacteria, that may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife;

Inorganic Contaminants, such as salts and metals, that can be naturally occurring or can result from urban stormwater runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming; Pesticides and Herbicides, that may come from a variety of sources such as agriculture, urban stormwater runoff, and residential uses; Organic Chemical Contaminants, including synthetic and volatile organic chemicals, that are by-products of industrial processes and petroleum production and that can also come from gas stations, urban stormwater runoff, agricultural applications, and septic systems; Radioactive Contaminants, that can be naturally occurring or can be the result of oil and gas production and mining activities.

More information about contaminants and potential health effects can be obtained by calling the U.S. EPA's Safe Drinking Water Hotline at (800) 426-4791.

Where does our water in Discovery Bay come from?

The Town of Discovery Bay CSD obtains its water from six (6) groundwater wells underlying the community, which then flows through two (2) water treatment facilities that remove Iron and Manganese from our groundwater sources. The average depth of our wells are approximately 400 feet.

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Vulnerability assessments are required for all new sources under the CA Waterworks Standards (Chapter 16 of Title 22, CA Code of Regulations), which became effective March 9, 2008. Because wells 1, 2, 4A, and 5A were all constructed and permitted prior to this date, they are exempt. A source water assessment was conducted for the WELL 06 of the Town of Discovery Bay water system in MAY 2009.

Well 6 - is considered most vulnerable to the following activities not associated with any detected contaminants: Known Contaminant Plumes

#### Discussion of Vulnerability

A known contaminant plume of MTBE exists beneath a site on the corner of Discovery Bay Boulevard and Willow Lake Road, which used to be a gas station (located southwest of the Well No. 6). Since the removal of three former underground storage tanks, piping and dispenser islands in 1998, remediation efforts have been underway for the removal of MTBE in the shallow aquifer. The plume occurs in the shallow aquifer extending to 25.5 feet below ground surface, at which a low permeability layer 13 feet thick prevents further vertical migration. The Central Valley Regional Water Quality Control Board approved monitored natural attenuation as a corrective action method in February 2008, in part because of naturally decreasing concentration trends.

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Although there is not a reported groundwater contamination associated with an identified dry cleaning business, it is considered a possible contaminating activity due to proximity.

The PCA concerned with unauthorized dumping is associated with boats that have sunk and accidental spills of fuel product into the waterways that are part of Discovery Bay. From 1991 to present there have been more than 20 reports of sunken vessels and product sheens observed in the waterways. In addition, there was a reported incident of a raw sewage leak from a resident sewer line in 2005.

The PCAs identified in this preliminary DWSAP have the greatest potential to affect groundwater in the shallow

aquifer. The proposed well will be completed in deeper confined aquifer units. The proposed well seal consists of a 180- foot grouted conductor casing. Similar to the CSD Wells, the proposed seal, along with confining clay strata will

provide a barrier to potential vertical migration of shallow contamination sources. There have been no contaminants detected in the water supply to this date in Discovery Bay, however the proposed new source, like the existing supply wells, is still considered vulnerable to the above PCAs due to proximity.

#### Acquiring Information

A copy of the complete assessment may be viewed at:

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State Water Resources Control Board

Division of Drinking Water

850 Marina Bay Parkway, Bldg., P-2

Richmond, CA 94804

You may request a summary of the assessment be sent to you by contacting:

Marco Pacheco, P.E.

Associate Sanitary Engineer

Phone: (510) 620-3467

Fax: (510) 620-3455

E-mail: Marco.Pacheco@waterboards.ca.gov

#### Lead in Home Plumbing

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. We are responsible for providing high-quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at [www.epa.gov/safewater/lead](http://www.epa.gov/safewater/lead).

PLEASE BOX THIS ENTIRE REPORT:

#### DROUGHT ENTERS 4TH YEAR

Following the lowest snowpack ever recorded and with no end in sight to the unprecedented 4 year drought, Governor Brown recently issued an Executive Order announcing mandatory 25% reductions of water use by all Californians. The new restrictions impact all residents in the Town of Discovery Bay, and we encourage everyone to do their part to conserve.

There are a number of simple and easy approaches that everyone can do to help conserve water in and around the home. Rethinking the way you use water – both indoors and outdoors – will help stretch our limited supplies and ensure water is there when we need it.

- Little leaks can add up to a lot of wasted water. A small drip can waste 70 gallons of water in a day, while a steady leak just one-sixteenth of an inch in size can send more than 1,000 gallons a day down the drain. Fix leaky faucets and toilets right away.
- Use the washing machine for full loads only to save water and energy. Install a water-efficient clothes washer.

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- Run the dishwasher only when full to save water and energy. Install a water and energy efficient dishwasher.
- Install low flow shower heads in the bathroom, encourage everyone to take shorter showers, and turn water off when brushing teeth or shaving.
- • Check your sprinkler system frequently and adjust sprinklers so only your lawn is watered and not the house, sidewalk, or street.
- Choose a water-efficient irrigation system such as drip irrigation for your trees, shrubs, and flowers.
- Put a layer of mulch around trees and plants to reduce evaporation and keep the soil cool. Organic mulch also improves the soil and prevents weeds.
- Use a broom to clean driveways, sidewalks and patios, not your hose.
- Don't let the hose run when washing cars or boats – use a bucket, sponge, and a hose with self-closing nozzle instead.
- Install a spa or pool cover to reduce evaporation, and check it regularly for leaks.

Let's all do our part, and together, we will make a difference!

\*\* Insert (Spanish) Translation Text \*\*

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## Sampling Results

During the past year we have taken hundreds of water samples in order to determine the presence of any radioactive, biological, inorganic, volatile organic or synthetic organic contaminants. The table below shows only those contaminants that were detected in the water.

\*This symbol indicates a single result. Well 4A was the only source for which sampling was required for 2012. Radiological sampling frequency is based on the results of initial sampling. Some of our wells are on a 6-year frequency and some are on a 9 year frequency rate. The ranges reported for Gross Alpha and Uranium in the Regulated Substances table represent sampling from all sources for the period from 2006 to 2012.

The state requires us to monitor for certain substances less than once per year because the concentrations of these substances do not change frequently. In these cases, the most recent sample data are included, along with the year in which the sample was taken.

## Regulated Substances Town of Discovery Bay CSD

Substance (Unit of Measure)	Year Sampled	MCL [MRDL]	PHG (MCLG) [MRDLG]	Amount Detected	Range Low-High	Violation	Typical Source
Arsenic	2012	10	n/a	1	ND - 5	No	Erosion of natural deposits; runoff from orchards; glass and

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							electronics production wastes
Barium	2012	1	2	.09	ND - 0.225	No	Discharge from oil drilling wastes and from metal refineries; erosion of natural deposits
Fluoride	2012	2	1	.18	ND - 0.3	No	Erosion of natural deposits; water additive that promotes strong teeth; discharge from fertilizer and aluminum factories
Gross Alpha Particle Activity	2012	15	(0)	2.5	ND - 8.63	No	Erosion of natural deposits
Haloacetic Acids - Stage 2	2014	60	n/a	5	2 - 12	No	By-product of drinking water disinfection
Selenium	2012	50	30	2	ND - 9	No	Discharge from petroleum, glass, and metal refineries; erosion of natural deposits; discharge from mines and chemical manufacturers; runoff from livestock lots (feed additive)
TTHMs [Total Trihalomethanes] - Stage 2	2014	80	n/a	34.9	14.9 - 69.7	No	By-product of drinking water disinfection
Total Coliform Bacteria [Total Coliform Rule] (# positive samples)	2014	No more than 1 positive monthly sample	(0)	0	NA	No	Naturally present in the environment
Uranium	2012	20	0.43	1.701	ND - 5.35	No	Erosion of natural deposits

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Tap water samples were collected for lead and copper analyses from sample sites throughout the community

**Town of Discovery Bay CSD**

Substance (Unit of Measure)	Year Sampled	AL	MCLG	Amount Detected (90th% tile)	Sites Above AL/Total Sites	Violation	Typical Source
Copper (ppm)	2012	1.3	.3	0.51	0/32	No	Internal corrosion of household plumbing systems; erosion of natural deposits; leaching from wood preservatives
Lead (ppb)	2012	15	0.2	2.6	0/32	No	Internal corrosion of household water plumbing systems; discharges from industrial manufacturers; erosion of natural deposits

**Secondary Substances**

**Town of Discovery Bay CSD**

	SMCL			Violation	Typical Source	Agenda Item
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Substance (Unit of Measure)	Year Sampled		PHG (MCLG)	Amount Detected	Range Low- High		
Chloride	2012	500	n/a	167.8	81 - 480	No	Runoff/leaching from natural deposits; seawater influence
Color	2012	15	n/a	5	ND - 10	No	Naturally-occurring organic materials
Foaming Agents [MBAS]	2012	500	n/a	80	ND - 400	No	Municipal and industrial waste discharges
Iron	2014	300	n/a	45	ND - 170	No	Leaching from natural deposits; industrial wastes
Manganese	2014	50	n/a	62.6	ND - 312	No	Leaching from natural deposits
Odor - Threshold	2012	3	n/a	0.8	ND - 2	No	Naturally-occurring organic materials
Specific Conductance	2013	1600	n/a	1339	936 - 2840	No	Substances that form ions when in water; seawater influence
Sulfate	2012	500	n/a	76.6	50 - 98	No	Runoff/leaching from natural deposits; industrial wastes
Total Dissolved Solids	2013	1000	n/a	754	550 - 1520	No	Runoff/leaching from natural deposits
Turbidity	2012	5	n/a	0.28	ND - 0.5	No	Soil runoff
Zinc	2012	5	n/a	.03	ND - 0.12	No	Runoff/leaching from natural deposits; industrial wastes

**Unregulated Substances  
Town of Discovery Bay CSD**

Substance (Unit of Measure)	Year Sampled	Amount Detected	Range Low- High	Typical Source
Boron (ppm)	2012	2.56	2.1 - 4.0	The babies of some pregnant women who drink water containing boron in excess of the notification level may have an increased risk of developmental effects, based on studies in laboratory animals
Sodium (ppm)	2012	197	135 - 401	Salt present in the water and is generally naturally occurring

**Other Unregulated Substances  
Town of Discovery Bay CSD**

Substance (Unit of Measure)	Year Sampled	Amount Detected	Range Low- High	Typical Source
Chlorate (ppb)	2014	148	120 - 170	n/a
Hardness (ppm)	2012	216.2	147 - 321	Sum of Polyvalent cations present in the water, generally magnesium and calcium, and are usually naturally occurring
Strontium (ppb)	2014	743	660 - 820	n/a

Arsenic Footnote for Town of Discovery Bay CSD

Additional information - Please change the header Level Detected to add the word Average

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Barium Footnote for Town of Discovery Bay CSD

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Fluoride Footnote for Town of Discovery Bay CSD

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Gross Alpha Particle Activity Footnote for Town of Discovery Bay CSD

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Selenium Footnote for Town of Discovery Bay CSD

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Uranium Footnote for Town of Discovery Bay CSD

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Chloride Footnote for Town of Discovery Bay CSD

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Color Footnote for Town of Discovery Bay CSD

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Foaming Agents [MBAS] Footnote for Town of Discovery Bay CSD

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Iron Footnote for Town of Discovery Bay CSD

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Manganese Footnote for Town of Discovery Bay CSD

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Odor - Threshold Footnote for Town of Discovery Bay CSD

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Specific Conductance Footnote for Town of Discovery Bay CSD

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Sulfate Footnote for Town of Discovery Bay CSD

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Total Dissolved Solids Footnote for Town of Discovery Bay CSD

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Turbidity Footnote for Town of Discovery Bay CSD

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Zinc Footnote for Town of Discovery Bay CSD

Additional information - Please change the header "Level Detected" to add the word "Average";

Boron Footnote for Town of Discovery Bay CSD

Additional information - Please change the header Level Detected to add the word Average

Sodium Footnote for Town of Discovery Bay CSD

Additional information - Please change the header Level Detected to add the word Average

Chlorate Footnote for Town of Discovery Bay CSD

Additional information - Please change the header Level Detected to add the word Average

Hardness Footnote for Town of Discovery Bay CSD

Additional information - Please change the header Level Detected to add the word Average

Strontium Footnote for Town of Discovery Bay CSD

Additional information - Please change the header Level Detected to add the word Average

### **Table Definitions**

ppm (parts per million): One part substance per million parts water (or milligrams per liter).

ppb (parts per billion): One part substance per billion parts water (or micrograms per liter).

pCi/L (picocuries per liter): A measure of radioactivity.

NTU (Nephelometric Turbidity Units): Measurement of the clarity, or turbidity, of water. Turbidity in excess of 5 NTU is just noticeable to the average person.

TON (Threshold Odor Number): A measure of odor in water.

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$\mu$ S/cm (microsiemens per centimeter): A unit expressing the amount of electrical conductivity of a solution.

AL (Regulatory Action Level): The concentration of a contaminant which, if exceeded, triggers treatment or other requirements that a water system must follow.

MCL (Maximum Contaminant Level): The highest level of a contaminant that is allowed in drinking water. Primary MCLs are set as close to the PHGs (or MCLGs) as is economically and technologically feasible. Secondary MCLs (SMCLs) are set to protect the odor, taste and appearance of drinking water.

MCLG (Maximum Contaminant Level Goal): The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs are set by the U.S. EPA.

MRDL (Maximum Residual Disinfectant Level): The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

MRDLG (Maximum Residual Disinfectant Level Goal): The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.

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NA: Not applicable

ND (Not detected): Indicates that the substance was not found by laboratory analysis.

NS: No standard

PDWS (Primary Drinking Water Standard): MCLs and MRDLs for contaminants that affect health along with their monitoring and reporting requirements, and water treatment requirements.

PHG (Public Health Goal): The level of a contaminant in drinking water below which there is no known or expected risk to health. PHGs are set by the California EPA.

TT (Treatment Technique): A required process intended to reduce the level of a contaminant in drinking water.



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



President – Chris Steele • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Mark Simon

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No Back Up  
Documentation  
For Agenda Item I



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



President – Chris Steele • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Mark Simon

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Documentation  
For Agenda Item J



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



President – Chris Steele • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Mark Simon

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Documentation  
For Agenda Item K-1



# Fact Sheet

## **NOTICE OF PROPOSED EMERGENCY REGULATION IMPLEMENTING THE 25% CONSERVATION STANDARD**

On April 1, 2015, Governor Jerry Brown issued the fourth in a series of Executive Orders on actions necessary to address California's severe drought conditions. With snowpack water content at a record low level of 5 percent of average for April 1st, major reservoir storage shrinking each day as a percentage of their daily average measured over the last several decades, and groundwater levels continuing to decline, urgent action is needed. The April 1 Executive Order requires, for the first time in the State's history, mandatory conservation of potable urban water use. Commercial agriculture in many parts of the State has already been notified of severe cutbacks in water supply contracted through the State and Federal Water Projects and is bracing for curtailments of surface water rights in the near-term. Conserving water more seriously now will forestall even more catastrophic impacts if it does not rain next year.

### **Stakeholder Involvement**

To maximize input in a short amount of time, the State Water Board released a proposed regulatory framework for implementing the 25% conservation standard on April 7, 2015 for public input. Over 250 comments were submitted by water suppliers, local government, businesses, individuals, and non-governmental organizations. Draft regulations that considered this input were released on April 18 for informal public comment. Almost 300 comments were received that addressed the methodology for the assignment of conservation standards, the availability of exclusions or adjustments under defined conditions, how to approach the commercial, industrial and institutional (CII) sector, the requirements for smaller water suppliers, and the approach to enforcement. A Notice of Proposed Emergency Regulations, which considers this input and initiates the formal emergency rulemaking process, was released on April 28, 2015. If approved, water savings amounting to approximately 1.3 million acre-feet of water, or nearly as much water as is currently in Lake Oroville, will be realized over the next nine months.

### **What's Next**

The Notice of Proposed Emergency Rulemaking begins a formal comment period that will conclude just prior to the State Water Board's consideration of adoption of the proposed emergency regulation at its May 5-6, 2015 meeting. The formal comment period will conclude on May 4, 2015 at 10:00am. All comments will be immediately provided to the Board Members and posted on the State Water Board's webpage at:

[http://www.waterboards.ca.gov/waterrights/water\\_issues/programs/drought/emergency\\_mandatory\\_regulations.shtml](http://www.waterboards.ca.gov/waterrights/water_issues/programs/drought/emergency_mandatory_regulations.shtml)



During this formal notice period, all **comments must be received by 10:00am on Monday May 4, 2015** and submitted either electronically to: [commentletters@waterboards.ca.gov](mailto:commentletters@waterboards.ca.gov) or in writing to the address in the Notice. All comments should indicate on the subject line: "Comment Letter – Emergency Conservation Regulation."

## **Proposed Emergency Regulation - Key Provisions**

### **Conservation Standard for Urban Water Suppliers**

As drought conditions continue, all water suppliers will need to do more to meet the statewide 25% conservation standard. Since the State Water Board adopted its initial emergency urban conservation regulation in July 2014, statewide conservation has reached 9%. Everyone must do more, but the greatest opportunities to meet the statewide 25% conservation standard exist in those areas with higher water use. Often, but not always, these water suppliers are located in areas where the majority of the water use is directed at outdoor irrigation due to lot size, climate and other factors. As temperatures are forecast to climb to above average for the summer months, it will become even more important to take aggressive actions to reduce outdoor water use. The emergency regulation establishes tiers of required water reductions that emphasize the opportunities to reduce outdoor water use.

Many comments spoke to the question of fairness and equity in the construction of the tiers in earlier drafts of the regulation. Concerns were raised about accounting for factors that influence water use, such as past conservation, climate, lot size, density, and income. Ultimately, the tier structure proposed on April 18, 2015 was maintained as the best way to achieve the 25% water reduction called for by the Governor.

*Feedback is specifically requested on whether the conservation framework should be modified to double the number of tiers and use two percent increments instead of four percent. This change would provide further refinement for water suppliers that find themselves on one side or the other of a tier.*

The conservation savings for all urban water suppliers are allocated across nine tiers of increasing levels of residential water use (R-GPCD) to reach the statewide 25 percent reduction mandate. This approach lessens the disparities in reduction requirements between agencies that have similar levels of water consumption, but fall on different sides of dividing lines between tiers. Suppliers have been assigned a conservation standard that ranges between 8% and 36% based on their R-GPCD for the months of July – September, 2014. These three months reflect the amount of water used for summer outdoor irrigation, which provides the greatest opportunity for conservation savings. Some suppliers may be eligible, under specific conditions, for placement into a lower 4% conservation tier. Water suppliers that reduced their water use prior to the drought will have a lower R-GPCD and thus a lower conservation standard than water suppliers with similar climate and density factors where R-GPCD remains high.

Urban water suppliers (serving more than 3,000 customers or delivering more than 3,000 acre feet of water per year and accounting for more than 90% of urban water use) will be assigned a conservation standard, as shown in the following table:

Tier	R-GPCD Range		# of Suppliers in Range	Conservation Standard
	From	To		
1	reserved		0	4%
2	0	64.9	23	8%
3	65	79.9	24	12%
4	80	94.9	44	16%
5	95	109.9	51	20%
6	110	129.9	48	24%
7	130	169.9	82	28%
8	170	214.9	54	32%
9	215	612.0	85	36%

The Smith family of three learns that their water district must reduce water use by 12 percent. A manufacturing plant uses 20 percent of the water and cannot reduce its use. So, residents are told to reduce their use by 15 percent to meet the overall 12 percent target. The Smith family uses an average of 210 gallons per day (or about 70 gallons per person), 165 gallons for indoor use and 45 gallons for watering their small yard. To meet the 15% reduction requirement they must reduce total water use to about 180 gallons per day. This is equivalent to about 60 gallons per person per day.

The Jones family of four learn that their water district must reduce water use by 32 percent. An oil refinery uses 10 percent of the district's water and cannot reduce its use. Their city also has many small businesses, and a golf course, which can reduce use by more than 10 percent. The residents must now reduce their use by 30 percent to meet the overall 32 percent target. The Jones family uses an average of 1,200 gallons per day (or about 300 gallons per person); 300 gallons for indoor use and 900 gallons outdoors, to irrigate a large yard that includes grass and fruit trees. To cut water use by 30 percent, the Jones' must cut their water use by 360 gallons per day to 840 gallons which is equivalent to 210 gallons per person per day.

### Exceptions

The proposed regulation allows water suppliers to request to modify their total water use or be placed into a lower conservation tier under two situations:

1. Urban water suppliers delivering more than 20 percent of their total water production to commercial agriculture may be allowed to modify the amount of water subject to their conservation standard. These suppliers must provide written certification to the Board to be able to subtract the water supplied to commercial agriculture from their total water production for baseline and conservation purposes.
2. Urban water suppliers that have a reserve supply of surface water that could last at least four years may be eligible for placement into lower conservation tier. Only suppliers meeting the eligibility criteria will be considered. These criteria relate to the source(s) of supply, storage capacity, and the number of years that those supplies could last.

*Feedback is specifically requested on whether the regulation should allow water suppliers whose supplies include groundwater to apply for inclusion the 4% reserve tier if it can be demonstrated that they have a minimum of 4 years of supply, do not rely upon imported water, and their groundwater supplies recharge naturally.*

### **Commercial, Industrial and Institutional Sector Clarification**

There are no specific use reduction targets for commercial, industrial, and institutional users served by urban and all other water suppliers. Water suppliers will decide how to meet their conservation standard through reductions from both residential and non-residential users. Water suppliers are encouraged to look at their commercial, institutional and industrial properties that irrigate outdoor ornamental landscapes with potable water for potential conservation savings.

### **Conservation Standard For All Other Water Suppliers**

Smaller water suppliers (serving fewer than 3,000 connections) will be required to achieve a 25% conservation standard or restrict outdoor irrigation to no more than two days per week. These smaller urban suppliers serve less than 10% of Californians.

### **End-User Requirements**

The new prohibitions in the Executive Order apply to all Californians and will take effect immediately upon approval of the regulation by the Office of Administrative Law. These include:

- Irrigation with potable water of ornamental turf on public street medians is prohibited; and
- Irrigation with potable water outside of newly constructed homes and buildings not in accordance with emergency regulations or other requirements established in the California Building Standards Code is prohibited.

These are in addition to the existing restrictions that prohibit:

- Using potable water to wash sidewalks and driveways;
- Allowing runoff when irrigating with potable water;
- Using hoses with no shutoff nozzles to wash cars;
- Using potable water in decorative water features that do not recirculate the water;
- Irrigating outdoors during and within 48 hours following measureable rainfall; and
- Restaurants from serving water to their customers unless the customer requests it.

Additionally, hotels and motels must offer their guests the option to not have their linens and towels laundered daily, and prominently display this option in each guest room.

It will be very important as these provisions are implemented to ensure that existing trees remain healthy and do not present a public safety hazard. Guidance on the implementation of both prohibitions will be developed.

### **Self-Supplied CII**

Commercial, industrial and institutional properties under Provision 5 of the Executive Order with an independent source of water supply (not served by a water supplier), are required under the proposed emergency regulation to either limit outdoor irrigation to two days per week or achieve a 25% reduction in water use. Often, these properties have large landscapes that would otherwise not be addressed by this regulation.

### **New Reporting Requirements**

Total monthly water production and specific reporting on residential use and enforcement as laid out in the previously adopted emergency regulations will remain in effect. Because the conservation standard applies to total water production, the proposed emergency regulation expands the reporting to include information on water use in the commercial, industrial, and institutional sectors. Small water suppliers with fewer than 3,000 service connections will be required to submit a single report on December 15, 2015 that provides their water production from June-November 2015 and June-November 2013 and the number of days per week outdoor irrigation is allowed.

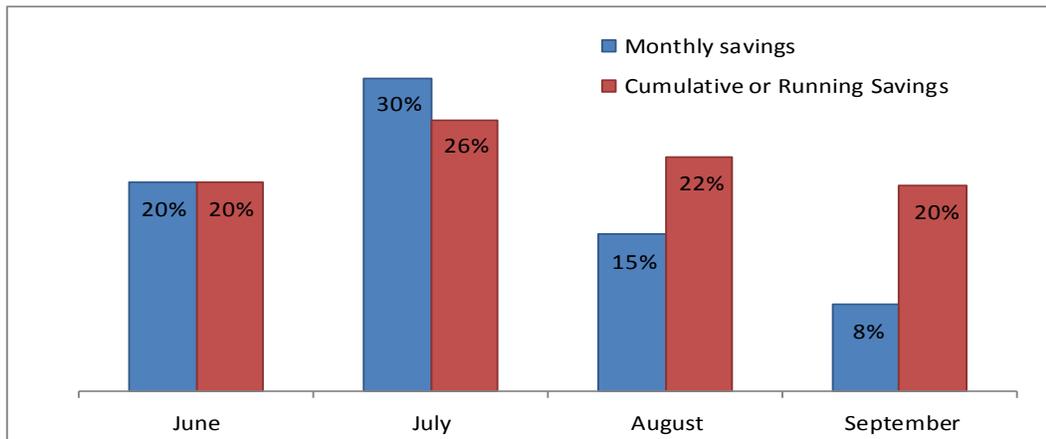
Commercial, industrial, and institutional facilities with an independent source of supply (they are not served by a water supplier) are not required to submit a report; however they should be prepared to demonstrate their compliance with the two day per week watering restriction or the 25% reduction in water use if requested to do so by the Board.

### **Compliance Assessment**

In many communities around the state, over half (and up to 80 percent) of total residential water use is for outdoor irrigation during the summer months. With summer just around the corner, bringing with it the greatest opportunity for making substantial conservation gains, immediate action is essential. As a result, the Board will begin assessing compliance with the submittal of the June monthly report on July 15, 2015. Beyond June, the Board will track compliance on a cumulative basis. Cumulative tracking means that conservation savings will be added together from one month to the next and compared to the amount of water used during the same months in 2013. This tracking will look like the sample graph below.

#### **Example Comparison of Monthly Savings and Cumulative Savings**

	<b>2013 Water Use</b>	<b>2015 Water Use</b>	<b>Monthly savings</b>	<b>Cumulative or Running Savings</b>
<b>June</b>	1000	800	20%	20%
<b>July</b>	1500	1050	30%	26%
<b>August</b>	1200	1020	15%	22%
<b>September</b>	900	825	8%	20%



Two additional tools are included in the proposed emergency regulation to both expedite the investigation of water suppliers not meeting their conservation standard and to require the implementation of actions to correct this situation. A proposed informational order would require water suppliers to respond to request for information or face immediate enforcement. The proposed conservation order can be used to direct specific actions to correct non-compliance. Both of these tools are tailored to the emergency circumstances that the State finds itself in as a result of continuing drought conditions. Violation of an information or conservation order carries a penalty of up to \$500 per day.

The Board will work with water suppliers along the way that are not meeting their targets to implement actions to get them back on track. These actions could include changes to rates and pricing, restrictions on outdoor irrigation, public outreach, rebates and audit programs, leak detection and repair, and other measures. The Board may use its enforcement tools to ensure that water suppliers are on track to meet their conservation standards at any point during the 270 days that the emergency regulation is in effect.

## **Conclusion**

No one knows how the future will unfold. While the state may return to “normal,” or even to above average hydrologic water conditions in 2016, such an outcome is far from certain. If there is a fifth, or even sixth, year of water scarcity the emergency regulation will have contributed to safeguarding the state’s future water supplies, thereby forestalling potentially dramatic economic consequences. An example of the challenge facing the State comes from Australia, which experienced persistent and severe drought across most of its continent between 2002 and 2012. Over the full course of the 10 years of drought, half a percentage point may have been shaved from Australia’s GDP growth rate due to water curtailments, lowered productivity, unemployment and reduced exports. A half-point reduction in GDP growth is significant: if this were to occur in California, cumulative state output would be reduced by close to half a trillion dollars over the same 10-year span of time.

The State Water Board is committed to working with water suppliers around the State on implementation of the emergency regulation to reduce the risk that the State faces if drought conditions do not abate. A workshop to discuss implementation of the emergency regulation will be scheduled for October 2015, and the Board will continue to receive monthly updates and hear public comment as it has been doing since adopting its initial emergency regulation in July 2014.

As Governor Brown said on April 1, 2015, when announcing his fourth Executive Order since the drought began, “All of us in so many different parts of California, doing so many different things, have to now pull together in our own different contexts to do what is required.”

*(This fact sheet was last updated on April 28, 2015)*

# PROPOSED TEXT OF EMERGENCY REGULATION

## Article 22.5. Drought Emergency Water Conservation.

### Sec. 863. Findings of Drought Emergency.

(a) The State Water Resources Control Board finds as follows:

(1) On January 17, 2014, the Governor issued a proclamation of a state of emergency under the California Emergency Services Act based on drought conditions;

(2) On April 25, 2014, the Governor issued a proclamation of a continued state of emergency under the California Emergency Services Act based on continued drought conditions;

(3) On April 1, 2015, the Governor issued an Executive Order that, in part, directs the State Board to impose restrictions on water suppliers to achieve a statewide 25 percent reduction in potable urban usage through February 28, 2016; require commercial, industrial, and institutional users to implement water efficiency measures; prohibit irrigation with potable water of ornamental turf in public street medians; and prohibit irrigation with potable water outside newly constructed homes and buildings that is not delivered by drip or microspray systems;

(34) The drought conditions that formed the basis of the Governor's emergency proclamations continue to exist;

(45) The present year is critically dry and has been immediately preceded by two or more consecutive below normal, dry, or critically dry years; and

(56) The drought conditions will likely continue for the foreseeable future and additional action by both the State Water Resources Control Board and local water suppliers will likely be necessary to prevent waste and unreasonable use of water and to further promote conservation.

Authority: Section 1058.5, Water Code.

References: Cal. Const., Art., X § 2; Sections 102, 104, and 105, and 275, Water Code; Light v. State Water Resources Control Board (2014) 226 Cal.App.4th 1463.

### Sec. 864. End-User Requirements in Promotion of Water Conservation.

(a) To prevent the waste and unreasonable use of water and to promote water conservation, each of the following actions is prohibited, except where necessary to address an immediate health and safety need or to comply with a term or condition in a permit issued by a state or federal agency:

(1) The application of potable water to outdoor landscapes in a manner that causes runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures;

(2) The use of a hose that dispenses potable water to wash a motor vehicle, except where the hose is fitted with a shut-off nozzle or device attached to it that causes it to cease dispensing water immediately when not in use;

(3) The application of potable water to driveways and sidewalks; and

(4) The use of potable water in a fountain or other decorative water feature, except where the water is part of a recirculating system;

(5) The application of potable water to outdoor landscapes during and within 48 hours after measurable rainfall; ~~and~~

(6) The serving of drinking water other than upon request in eating or drinking establishments, including but not limited to restaurants, hotels, cafes, cafeterias, bars, or other public places where food or drink are served and/or purchased-;

(7) The irrigation with potable water of ornamental turf on public street medians;  
and

(8) The irrigation with potable water of landscapes outside of newly constructed homes and buildings that is not delivered by drip or microspray systems in a manner inconsistent with regulations or other requirements established by the California Building Standards Commission.

(b) To promote water conservation, operators of hotels and motels shall provide guests with the option of choosing not to have towels and linens laundered daily. The hotel or motel shall prominently display notice of this option in each guestroom using clear and easily understood language.

(c) Immediately upon this subdivision taking effect, all commercial, industrial and institutional properties that use a water supply any portion of which is from a source other than not served by a water supplier meeting the requirements of Water Code section 10617 or section 350 subject to section 865 shall either:

(1) Limit outdoor irrigation of ornamental landscapes or turf with potable water to no more than two days per week; or

(2) Reduce potable water usage by 25 percent for the months of June 2015 through February 2016 as compared to the amount used for the same months in 2013.

(ed) The taking of any action prohibited in subdivision (a) or the failure to take any action required in subdivisions (b) or (c), in addition to any other applicable civil or criminal penalties, is an infraction, punishable by a fine of up to five hundred dollars (\$500) for each day in which the violation occurs. The fine for the infraction is in addition to, and does not supersede or limit, any other remedies, civil or criminal.

Authority: Section 1058.5, Water Code.

References: Cal. Const., Art., X § 2; Sections 102, 104, ~~and~~ 105, 275, 350, and 10617, Water Code; *Light v. State Water Resources Control Board* (2014) 226 Cal.App.4th 1463.

#### Sec. 865. Mandatory Actions by Water Suppliers.

(a) As used in this section:

(1) "Distributor of a public water supply" has the same meaning as under section 350 of the Water Code.

(2) "R-GPCD" means residential gallons per capita per day.

(3) "Total potable water production" means all potable water that enters into a water supplier's distribution system, excluding water placed into storage and not withdrawn for use during the reporting period, or water exported outside the supplier's service area.

(4) The term "Urban water supplier," when used in this section, refers to means a supplier that meets the definition set forth in Water Code

section 10617, except it does not refer to suppliers when they are functioning solely in a wholesale capacity, but does apply to suppliers when they are functioning in a retail capacity.

~~(b)(1) To promote water conservation, each urban water supplier shall implement all requirements and actions of the stage of its water shortage contingency plan that imposes includes mandatory restrictions on the number of days that outdoor irrigation of ornamental landscapes or turf with potable water is allowed, or shall amend its water shortage contingency plan to include mandatory restrictions on the number of days that outdoor irrigation of ornamental landscapes or turf with potable water is allowed and implement these restrictions within forty five (45) days. Urban water suppliers with approved alternate plans as described in subdivision (b)(2) are exempted from this requirement.~~

~~(2) An urban water supplier may submit a request to the Executive Director for approval of an alternate plan that includes allocation based rate structures that satisfies the requirements of chapter 3.4 (commencing with section 370) of division 1 of the Water Code, and the Executive Director may approve such an alternate plan upon determining that the rate structure, in conjunction with other measures, achieves a level of conservation that would be superior to that achieved by implementing limitations on outdoor irrigation of ornamental landscapes or turf with potable water by the persons it serves to no more than two days per week.~~

~~\_\_\_\_\_ (c) To promote water conservation, each urban water supplier that does not have a water shortage contingency plan that restricts the number of days that outdoor irrigation of ornamental landscapes and turf with potable water is allowed, or has been notified by the Department of Water Resources that its water shortage contingency plan does not meet the requirements of Water Code section 10632 shall, within forty five (45) days, limit outdoor irrigation of ornamental landscapes or turf with potable water by the persons it serves to no more than two days per week.~~

~~(db) In furtherance of the promotion of water conservation each urban water supplier shall:~~

~~(1) Provide prompt notice to a customer whenever the supplier obtains information that indicates that a leak may exist within the end-user's exclusive control.~~

~~(2) Prepare and submit to the State Water Resources Control Board by the 15<sup>th</sup> of each month a monitoring report on forms provided by the Board. The monitoring report shall include the amount of potable water the urban water supplier produced, including water provided by a wholesaler, in the preceding calendar month and shall compare that amount to the amount produced in the same calendar month in 2013. The monitoring report shall specify the population served by the urban water supplier, the percentage of water produced that is used for the residential sector, descriptive statistics on water conservation compliance and enforcement efforts, and the number of days that outdoor irrigation is allowed, and monthly commercial sector use, monthly industrial sector use, and monthly institutional sector use. The monitoring report shall also estimate the gallons of water per person per day used by the residential customers it serves.~~

~~(c)(1) To prevent the waste and unreasonable use of water and to meet the requirements of the Governor's April 1, 2015 Executive Order, each urban water supplier shall reduce its total potable water production by the percentage identified as its~~

conservation standard in this subdivision. Each urban water supplier's conservation standard considers its service area's relative per capita water usage.

(2) Each urban water supplier whose source of supply does not include groundwater or water imported from outside the hydrologic region in which the water supplier is located, and that ~~received average annual precipitation in~~ has a minimum of four years' reserved supply available may, notwithstanding its average July-September 2014 R-GPCD, submit ~~for to the~~ Executive Director ~~for~~ approval a request that, in lieu of the reduction that would otherwise be required under paragraphs (3) through (10), the urban water supplier shall ~~to~~ reduce its total potable water ~~usage~~production by 4 percent for each month as compared to the amount used in the same month in 2013. Any such request shall be accompanied by information showing that the supplier's sources of supply do not include groundwater or water imported from outside the hydrologic region and that the ~~supplier's service area received average annual precipitation in 2014~~supplier has a minimum of four years' reserved supply available.

(3) Each urban water supplier whose average July-September 2014 R-GPCD was less than 65 shall reduce its total potable water ~~usage~~production by 8 percent for each month as compared to the amount used in the same month in 2013.

(4) Each urban water supplier whose average July-September 2014 R-GPCD was ~~between 65 or more but less than 80~~and 79.9 shall reduce its total potable water ~~usage~~production by 12 percent for each month as compared to the amount used in the same month in 2013.

(5) Each urban water supplier whose average July-September 2014 R-GPCD was ~~between 80 or more but less than 95~~and 94.9 shall reduce its total potable water ~~usage~~production by 16 percent for each month as compared to the amount used in the same month in 2013.

(6) Each urban water supplier whose average July-September 2014 R-GPCD was ~~between 95 or more but less than 110~~and 109.9 shall reduce its total potable water ~~usage~~production by 20 percent for each month as compared to the amount used in the same month in 2013.

(7) Each urban water supplier whose average July-September 2014 R-GPCD was ~~between 110 or more but less than 130~~and 129.9 shall reduce its total potable water ~~usage~~production by 24 percent for each month as compared to the amount used in the same month in 2013.

(8) Each urban water supplier whose average July-September 2014 R-GPCD was ~~between 130 or more but less than 170~~and 169.9 shall reduce its total potable water ~~usage~~production by 28 percent for each month as compared to the amount used in the same month in 2013.

(9) Each urban water supplier whose average July-September 2014 R-GPCD was ~~between 170 or more but less than 215~~and 214.9 shall reduce its total potable water ~~usage~~production by 32 percent for each month as compared to the amount used in the same month in 2013.

(10) Each urban water supplier whose average July-September 2014 R-GPCD was ~~greater than 215 or more~~ shall reduce its total potable water ~~usage~~production by 36 percent for each month as compared to the amount used in the same month in 2013.

(d)(1) Beginning June 1, 2015, each urban water supplier shall comply with the conservation standard specified in subdivision (c).

(2) Compliance with the requirements of this subdivision shall be measured monthly and assessed on a cumulative basis.

(e) Each urban water supplier that ~~serves~~ provides 20 percent or more of its total ~~potable water~~ production for commercial agricultural use meeting the definition of Government Code section 51201, subdivision (ab) may subtract the amount of water supplied for commercial agricultural use from its ~~potable~~ water production total, provided ~~that~~ the supplier complies with the Agricultural Water Management Plan requirement of paragraph 12 of the April 1, 2015 Executive Order. Each urban water supplier that serves 20 percent or more of its total ~~potable water~~ production for commercial agricultural use meeting the definition of Government Code section 51201, subdivision (ab) shall certify that the agricultural uses it serves meet the definition of Government Code section 51201, subdivision (ab), and shall report its total ~~potable~~ water production pursuant to subdivision (b)(2), identifying the total amount of water supplied for commercial agricultural use.

(ef)(1) To prevent waste and unreasonable use of water and to promote water conservation, each distributor of a public water supply, ~~as defined in Water Code section 350~~, that is not an urban water supplier shall, ~~within forty five (45) days~~, take one or more of the following actions:

(1A) Limit outdoor irrigation of ornamental landscapes or turf with potable water by the persons it serves to no more than two days per week; or

(2B) Implement another mandatory conservation measure or measures intended to achieve a ~~20~~25 percent reduction in ~~potable~~ water consumption by the persons it serves relative to the amount consumed in 2013.

(2) Each distributor of a public water supply, ~~as defined in Water Code section 350~~, that is not an urban water supplier shall submit a report by December 15, 2015, on a form provided by the Board, that ~~includes either confirms compliance with subdivision (f)(1)(A) or identifies :~~

~~(A) total~~ potable water production, by month, from June through November, 2015, and total potable water production, by month, for June through November 2013; ~~or~~

~~(B) Confirmation that the distributor limited outdoor irrigation of ornamental landscapes or turf with potable water by the persons it serves to no more than two days per week.~~

Authority: Section 1058.5, Water Code.

References: Cal. Const., Art., X § 2; Sections 102, 104, 105, 275, 350, 1846, 10617 and 10632, Water Code; *Light v. State Water Resources Control Board* (2014) 226 Cal.App.4th 1463.

#### Sec. 866. Additional Conservation Tools.

(a)(1) To prevent the waste and unreasonable use of water and to promote conservation, when a water supplier does not meet its conservation standard required by section 865 the Executive Director, or ~~his~~ the Executive Director's designee, may issue conservation orders requiring additional actions by the supplier to come into compliance with its conservation standard.

(2) ~~All conservation orders~~A decision or order issued under this article by the board or an officer or employee of the board shall be subject to reconsideration under article 2 (commencing with section 1122) of chapter 4 of part 1 of division 2 of the California Water Code.

(b) The Executive Director, or his designee, may issue an informational order requiring water suppliers, or commercial, industrial or institutional properties that receive any portion of their supply from a source other than ~~not served by~~ a water supplier meeting the requirements of Water Code section 10617 or section 350 subject to section 865, to submit additional information relating to water production, water use or water conservation beyond that required to be reported pursuant to the other provisions of this article. The failure to provide the information requested within 30 days or any additional time extension granted is a violation subject to civil liability of up to \$500 per day for each day the violation continues pursuant to Water Code section 1846.

Authority: Section 1058.5, Water Code.

References: Cal. Const., Art., X § 2; Sections 100, 102, 104, 105, 174, 186, 187, 275, 350, 1051, 1122, 1123, 1825, 1846, 10617 and 10632, Water Code; *Light v. State Water Resources Control Board* (2014) 226 Cal.App.4th 1463.

Urban Water Suppliers and Regulatory Framework Tiers to Achieve 25% Use Reduction

Supplier Name	Total Water Production		Total Water Saved (Jun-14 - Feb-15, compared to 2013, gallons)	Percent Saved (Jun-14 - Feb-15, compared to 2013)	Jul-Sep 2014 R- GPCD	Tier	Conservation Standard
	2013 (Jun - Feb)	2014/15 (Jun-14 - Feb-15)					
Westborough Water District	257,568,499	213,776,790	43,791,709	17%	40.6	2	8%
Arcata City of	499,104,000	495,047,000	4,057,000	1%	43.5	2	8%
San Francisco Public Utilities Commission	20,365,410,000	18,717,900,000	1,647,510,000	8%	45.4	2	8%
Santa Cruz City of	2,527,700,000	1,933,400,000	594,300,000	24%	47.3	2	8%
California Water Service Company South San Francisco	2,075,673,590	1,907,534,254	168,139,336	8%	48.8	2	8%
California-American Water Company Monterey District	2,903,844,543	2,590,336,368	313,508,175	11%	51.3	2	8%
California Water Service Company East Los Angeles	3,998,522,861	3,819,956,279	178,566,582	4%	51.4	2	8%
California-American Water Company San Diego District	2,795,094,888	2,578,195,144	216,899,744	8%	51.9	2	8%
Cambria Community Services District	166,216,813	95,513,570	70,703,243	43%	54.3	2	8%
East Palo Alto, City of	409,886,088	454,911,335	-45,025,247	-11%	55.6	2	8%
Park Water Company	2,833,164,110	2,598,821,539	234,342,571	8%	55.6	2	8%
San Bruno City of	929,865,974	849,620,197	80,245,777	9%	55.7	2	8%
Daly City City of	1,888,066,301	1,622,632,784	265,433,517	14%	58.8	2	8%
North Coast County Water District	809,332,364	713,333,361	95,999,003	12%	59.5	2	8%
Golden State Water Company Florence Graham	1,246,577,219	1,227,482,326	19,094,894	2%	59.7	2	8%
Golden State Water Company Bell-Bell Gardens	1,279,423,043	1,208,354,847	71,068,196	6%	60.8	2	8%
Coastside County Water District	565,550,000	524,430,000	41,120,000	7%	61.9	2	8%
Hayward City of	4,474,967,937	3,957,222,483	517,745,455	12%	62.1	2	8%
Grover Beach City of	352,828,667	208,202,769	144,625,897	41%	62.3	2	8%
Redwood City City of	2,525,846,774	2,179,170,327	346,676,447	14%	63.4	2	8%
Compton City of	1,858,895,919	1,837,323,747	21,572,172	1%	63.6	2	8%
Soquel Creek Water District	1,046,626,000	826,889,000	219,737,000	21%	64.2	2	8%
Seal Beach City of	905,215,264	856,337,550	48,877,714	5%	64.7	2	8%
Inglewood City of	2,457,964,645	2,284,776,001	173,188,643	7%	65.1	3	12%
Goleta Water District	3,523,431,480	3,053,227,871	470,203,609	13%	65.5	3	12%
Oxnard City of	5,742,131,037	5,086,123,686	656,007,351	11%	66.6	3	12%
Paramount City of	1,628,999,712	1,623,382,034	5,617,679	0%	67.0	3	12%
California Water Service Company King City	428,820,478	403,729,918	25,090,560	6%	67.7	3	12%
Golden State Water Company Southwest	7,303,405,789	6,894,299,322	409,106,467	6%	68.2	3	12%
Golden State Water Company Bay Point	512,238,443	452,672,802	59,565,641	12%	69.2	3	12%
San Luis Obispo City of	1,387,716,506	1,278,706,170	109,010,336	8%	69.9	3	12%
Morro Bay City of	316,836,255	281,236,756	35,599,499	11%	70.0	3	12%
South Gate City of	2,066,696,383	2,017,629,675	49,066,708	2%	70.1	3	12%
Vernon City of	1,907,061,769	1,788,380,162	118,681,607	6%	70.6	3	12%
Huntington Park City of	1,171,761,731	1,128,423,492	43,338,240	4%	71.3	3	12%
Golden State Water Company Norwalk	1,214,317,928	1,131,519,080	82,798,848	7%	72.2	3	12%
Milpitas City of	2,719,687,979	2,424,775,231	294,912,748	11%	72.3	3	12%
Estero Municipal Improvement District	1,137,677,797	1,077,438,670	60,239,127	5%	72.8	3	12%

Urban Water Suppliers and Regulatory Framework Tiers to Achieve 25% Use Reduction

Supplier Name	Total Water Production		Total Water Saved (Jun-14 - Feb-15, compared to 2013, gallons)	Percent Saved (Jun-14 - Feb-15, compared to 2013)	Jul-Sep 2014 R- GPCD	Tier	Conservation Standard
	2013 (Jun - Feb)	2014/15 (Jun-14 - Feb-15)					
Golden State Water Company S San Gabriel	664,867,252	637,528,317	27,338,935	4%	73.6	3	12%
Sweetwater Authority	5,185,495,337	4,886,767,783	298,727,554	6%	75.0	3	12%
City of Big Bear Lake, Dept of Water & Power	610,520,000	590,469,860	20,050,140	3%	75.8	3	12%
La Palma City of	545,401,972	497,342,471	48,059,501	9%	75.9	3	12%
Marina Coast Water District	1,063,425,908	946,396,368	117,029,540	11%	76.0	3	12%
Lompoc City of	1,253,200,000	1,106,800,000	146,400,000	12%	76.6	3	12%
San Lorenzo Valley Water District	416,952,583	335,050,267	81,902,316	20%	77.9	3	12%
Santa Ana City of	9,729,076,397	9,323,684,636	405,391,760	4%	78.3	3	12%
Port Hueneme City of	500,546,894	456,100,759	44,446,135	9%	78.9	3	12%
Santa Fe Springs City of	1,526,056,730	1,408,567,739	117,488,991	8%	80.1	4	16%
Crestline Village Water District	185,010,871	167,499,027	17,511,844	9%	80.3	4	16%
McKinleyville Community Service District	344,448,000	300,869,000	43,579,000	13%	80.5	4	16%
Montebello Land and Water Company	859,407,071	791,398,619	68,008,451	8%	80.5	4	16%
Sweetwater Springs Water District	208,544,913	177,491,272	31,053,641	15%	80.8	4	16%
Santa Barbara City of	3,348,530,727	2,632,951,217	715,579,509	21%	80.9	4	16%
Rohnert Park City of	1,267,000,000	1,124,000,000	143,000,000	11%	81.0	4	16%
Lake Arrowhead Community Services District	440,648,885	386,238,213	54,410,671	12%	81.5	4	16%
Valley County Water District	2,033,127,821	1,853,913,772	179,214,049	9%	81.6	4	16%
San Diego City of	47,355,303,598	46,452,597,390	902,706,208	2%	82.0	4	16%
Mountain View City of	2,967,854,797	2,531,213,885	436,640,912	15%	82.5	4	16%
Golden State Water Company Artesia	1,402,138,690	1,348,796,812	53,341,879	4%	83.4	4	16%
California Water Service Company Dominguez	8,444,765,582	8,077,205,172	367,560,410	4%	83.7	4	16%
Greenfield, City of	573,049,890	501,684,126	71,365,764	12%	83.8	4	16%
Long Beach City of	14,658,100,592	13,842,168,619	815,931,973	6%	83.8	4	16%
Dublin San Ramon Services District	2,779,417,000	1,959,505,000	819,912,000	29%	84.7	4	16%
Golden State Water Company Culver City	1,415,824,450	1,344,756,254	71,068,196	5%	84.8	4	16%
Sunnyvale City of	4,612,426,949	3,920,970,221	691,456,728	15%	85.2	4	16%
California Water Service Company Salinas District	4,612,101,098	4,065,974,106	546,126,992	12%	86.0	4	16%
Lynwood City of	1,264,349,156	1,237,371,916	26,977,240	2%	86.3	4	16%
Santa Rosa City of	5,454,466,874	4,447,473,373	1,006,993,501	18%	86.7	4	16%
Hawthorne City of	1,070,747,789	1,135,592,223	-64,844,434	-6%	86.7	4	16%
California Water Service Company Mid Peninsula	3,986,792,209	3,551,780,554	435,011,655	11%	87.4	4	16%
San Gabriel Valley Water Company	9,747,519,587	9,124,165,807	623,353,780	6%	88.3	4	16%
Alameda County Water District	10,539,100,000	8,458,900,000	2,080,200,000	20%	88.3	4	16%
Santa Clara City of	5,338,900,000	4,749,500,000	589,400,000	11%	88.3	4	16%
Menlo Park City of	1,058,240,665	769,095,397	289,145,268	27%	88.6	4	16%
Millbrae City of	668,885,610	603,267,242	65,618,369	10%	89.2	4	16%
Petaluma City of	2,407,770,000	2,071,485,000	336,285,000	14%	89.6	4	16%

Urban Water Suppliers and Regulatory Framework Tiers to Achieve 25% Use Reduction

Supplier Name	Total Water Production		Total Water Saved (Jun-14 - Feb-15, compared to 2013, gallons)	Percent Saved (Jun-14 - Feb-15, compared to 2013)	Jul-Sep 2014 R- GPCD	Tier	Conservation Standard
	2013 (Jun - Feb)	2014/15 (Jun-14 - Feb-15)					
Hi-Desert Water District	744,117,577	733,074,472	11,043,105	1%	90.2	4	16%
Burlingame City of	1,288,363,748	1,075,113,151	213,250,598	17%	90.4	4	16%
Los Angeles Department of Water and Power	139,452,680,105	130,343,503,463	9,109,176,642	7%	90.9	4	16%
Vallejo City of	4,410,308,000	4,020,375,000	389,933,000	9%	91.3	4	16%
San Buenaventura City of	4,446,346,994	3,813,888,925	632,458,069	14%	91.3	4	16%
Pico Rivera City of	1,267,056,981	1,099,162,034	167,894,948	13%	91.6	4	16%
Scotts Valley Water District	311,979,632	253,857,835	58,121,797	19%	91.6	4	16%
Irvine Ranch Water District	15,406,744,246	15,015,266,341	391,477,904	3%	91.7	4	16%
Santa Maria City of	3,370,607,161	3,257,210,864	113,396,297	3%	93.0	4	16%
Windsor, Town of	963,136,985	817,896,531	145,240,453	15%	93.0	4	16%
California Water Service Company Redwood Valley	108,182,674	82,440,411	25,742,263	24%	93.3	4	16%
American Canyon, City of	915,968,361	777,155,653	138,812,708	15%	93.5	4	16%
Golden State Water Company West Orange	4,000,477,969	3,830,090,258	170,387,711	4%	94.2	4	16%
East Bay Municipal Utilities District	52,390,500,000	46,127,500,000	6,263,000,000	12%	94.2	4	16%
Crescent City City of	583,110,000	710,650,000	-127,540,000	-22%	94.5	4	16%
Martinez City of	1,027,679,751	871,695,210	155,984,540	15%	95.5	5	20%
Pomona City of	5,817,361,333	5,468,536,077	348,825,256	6%	95.9	5	20%
San Jose City of	5,294,000,000	4,707,000,000	587,000,000	11%	96.0	5	20%
Bellflower-Somerset Mutual Water Company	1,350,031,789	1,268,477,694	81,554,095	6%	96.2	5	20%
California Water Service Company Hermosa/Redondo	2,984,799,071	2,983,495,666	1,303,406	0%	96.4	5	20%
Azusa City of	5,165,530,597	4,670,763,054	494,767,543	10%	97.3	5	20%
California Water Service Company Stockton	6,808,665,567	6,318,910,872	489,754,695	7%	97.6	5	20%
El Segundo City of	1,692,179,532	1,788,496,457	-96,316,925	-6%	97.9	5	20%
Westminster City of	3,064,371,990	2,956,971,359	107,400,630	4%	98.0	5	20%
Carpinteria Valley Water District	1,160,826,158	1,028,941,051	131,885,107	11%	98.2	5	20%
Lomita City of	591,013,026	547,632,425	43,380,600	7%	98.2	5	20%
Norwalk City of	559,456,000	511,830,000	47,626,000	9%	98.6	5	20%
Mesa Water District	4,434,609,825	4,283,056,327	151,553,499	3%	99.0	5	20%
Moulton Niguel Water District	7,135,207,799	6,864,125,480	271,082,319	4%	99.2	5	20%
Santa Monica City of	3,462,200,000	3,321,100,000	141,100,000	4%	99.2	5	20%
Rowland Water District	2,857,000,142	2,756,214,295	100,785,846	4%	99.2	5	20%
Livermore City of Division of Water Resources	1,642,615,000	1,199,514,000	443,101,000	27%	100.1	5	20%
Fountain Valley City of	2,438,968,604	2,305,516,153	133,452,452	5%	100.2	5	20%
Watsonville City of	2,045,660,752	1,803,744,576	241,916,176	12%	100.3	5	20%
Lathrop, City of	1,149,290,000	990,960,000	158,330,000	14%	100.3	5	20%
Pittsburg City of	2,481,549,000	2,226,323,000	255,226,000	10%	100.4	5	20%
El Monte City of	328,279,000	312,936,000	15,343,000	5%	100.6	5	20%
Tahoe City Public Utilities District	372,523,331	326,265,848	46,257,483	12%	100.9	5	20%

Urban Water Suppliers and Regulatory Framework Tiers to Achieve 25% Use Reduction

Supplier Name	Total Water Production		Total Water Saved (Jun-14 - Feb-15, compared to 2013, gallons)	Percent Saved (Jun-14 - Feb-15, compared to 2013)	Jul-Sep 2014 R- GPCD	Tier	Conservation Standard
	2013 (Jun - Feb)	2014/15 (Jun-14 - Feb-15)					
Mid-Peninsula Water District	823,925,361	712,822,442	111,102,919	13%	101.4	5	20%
Mammoth Community Water District	499,483,000	447,407,000	52,076,000	10%	102.9	5	20%
San Gabriel County Water District	1,612,133,643	1,485,957,453	126,176,190	8%	102.9	5	20%
Helix Water District	8,454,736,636	8,067,103,778	387,632,858	5%	103.6	5	20%
Whittier City of	2,041,957,743	2,084,064,264	-42,106,521	-2%	104.2	5	20%
Great Oaks Water Company Incorporated	2,641,791,567	2,210,783,322	431,008,244	16%	104.2	5	20%
Hollister City of	832,612,930	742,476,980	90,135,950	11%	104.4	5	20%
Calexico City of	1,524,360,000	1,440,570,000	83,790,000	5%	104.6	5	20%
Lakewood City of	2,086,631,973	1,856,580,866	230,051,107	11%	105.0	5	20%
Oceanside City of	6,988,111,948	6,765,555,423	222,556,525	3%	105.1	5	20%
San Jose Water Company	36,046,000,000	31,608,300,000	4,437,700,000	12%	105.7	5	20%
Valley of the Moon Water District	800,300,880	646,691,259	153,609,621	19%	106.5	5	20%
Escondido City of	4,625,134,351	4,059,907,513	565,226,838	12%	106.7	5	20%
Fairfield City of	5,435,000,000	4,853,000,000	582,000,000	11%	106.7	5	20%
Downey City of	4,090,256,554	3,834,059,128	256,197,426	6%	106.9	5	20%
Glendale City of	6,839,188,070	6,346,086,881	493,101,189	7%	107.1	5	20%
Otay Water District	8,209,272,756	7,888,634,952	320,637,804	4%	107.1	5	20%
Marin Municipal Water District	7,006,662,670	5,966,662,221	1,040,000,448	15%	107.4	5	20%
Camarillo City of	2,747,943,839	2,399,416,293	348,527,546	13%	107.5	5	20%
California-American Water Company Sacramento District	8,801,191,649	7,285,565,423	1,515,626,225	17%	107.8	5	20%
Adelanto city of	1,091,834,544	993,603,394	98,231,150	9%	108.5	5	20%
Anaheim City of	16,337,538,847	15,992,788,037	344,750,810	2%	108.6	5	20%
Ukiah City of	678,601,000	551,722,000	126,879,000	19%	108.6	5	20%
Huntington Beach City of	7,506,541,568	7,116,888,432	389,653,136	5%	109.0	5	20%
Napa City of	3,605,871,891	3,247,435,321	358,436,570	10%	109.2	5	20%
Lakeside Water District	1,064,566,388	977,942,044	86,624,343	8%	109.3	5	20%
Padre Dam Municipal Water District	2,952,148,758	2,752,858,026	199,290,733	7%	109.4	5	20%
Crescenta Valley Water District	1,200,433,997	1,043,760,838	156,673,159	13%	109.4	5	20%
Torrance City of	3,906,665,343	3,703,464,394	203,200,950	5%	111.0	6	24%
Big Bear City Community Services District	266,135,894	256,898,007	9,237,888	3%	111.0	6	24%
Vista Irrigation District	4,896,569,394	4,632,303,886	264,265,507	5%	111.1	6	24%
Perris, City of	437,809,090	430,597,020	7,212,070	2%	111.9	6	24%
Pismo Beach City of	434,216,578	359,495,587	74,720,991	17%	113.1	6	24%
Vallecitos Water District	4,390,033,350	4,037,168,840	352,864,510	8%	116.1	6	24%
Soledad, City of	581,571,300	531,785,500	49,785,800	9%	116.7	6	24%
Manhattan Beach City of	1,219,661,891	1,153,188,200	66,473,691	5%	116.7	6	24%
Palo Alto City of	3,180,440,852	2,685,999,460	494,441,392	16%	116.8	6	24%
Gilroy City of	2,328,666,000	1,995,678,000	332,988,000	14%	117.5	6	24%

Urban Water Suppliers and Regulatory Framework Tiers to Achieve 25% Use Reduction

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	2013 (Jun - Feb)	2014/15 (Jun-14 - Feb-15)					
Humboldt Community Service District	610,120,000	573,669,000	36,451,000	6%	117.9	6	24%
Alhambra City of	2,575,148,433	2,329,573,763	245,574,669	10%	118.3	6	24%
Golden State Water Company S Arcadia	908,701,874	851,189,098	57,512,777	6%	118.5	6	24%
Orchard Dale Water District	589,289,272	550,757,340	38,531,931	7%	118.6	6	24%
Buena Park City of	3,777,921,445	3,441,805,698	336,115,747	9%	118.9	6	24%
Golden State Water Company Placentia	1,868,334,327	1,778,757,770	89,576,557	5%	118.9	6	24%
Pico Water District	1,029,001,320	960,057,631	68,943,690	7%	119.1	6	24%
Delano City of	2,386,120,000	2,229,650,000	156,470,000	7%	119.4	6	24%
El Centro City of	1,978,323,000	1,910,544,000	67,779,000	3%	119.5	6	24%
Pleasanton City of	4,439,552,000	3,099,891,000	1,339,661,000	30%	119.8	6	24%
Woodland City of	2,938,159,020	2,454,292,204	483,866,816	16%	119.8	6	24%
El Toro Water District	2,331,141,109	2,239,576,858	91,564,251	4%	119.9	6	24%
San Fernando City of	839,719,127	786,931,196	52,787,931	6%	120.3	6	24%
Suburban Water Systems San Jose Hills	7,160,122,399	6,833,016,444	327,105,955	5%	120.3	6	24%
Sunny Slope Water Company	1,052,785,122	950,022,234	102,762,888	10%	120.5	6	24%
California Water Service Company Livermore	2,781,467,781	1,909,163,511	872,304,270	31%	120.5	6	24%
Laguna Beach County Water District	872,082,691	867,064,579	5,018,112	1%	121.0	6	24%
Fortuna City of	303,008,000	276,986,000	26,022,000	9%	121.2	6	24%
Amador Water Agency	899,761,000	773,623,400	126,137,600	14%	121.5	6	24%
South Coast Water District	1,639,847,306	1,549,814,557	90,032,749	5%	121.7	6	24%
Alco Water Service	1,156,954,000	1,028,617,000	128,337,000	11%	124.2	6	24%
Monte Vista Water District	2,603,464,922	2,359,464,115	244,000,807	9%	125.0	6	24%
Golden State Water Company Barstow	1,595,531,512	1,445,509,515	150,021,997	9%	125.4	6	24%
California Water Service Company Marysville	575,127,769	496,597,575	78,530,194	14%	125.5	6	24%
Coachella City of	1,395,900,000	1,294,010,000	101,890,000	7%	125.5	6	24%
Brea City of	2,826,761,129	2,727,376,444	99,384,685	4%	125.9	6	24%
Colton, City of	2,519,711,330	2,487,549,794	32,161,536	1%	126.3	6	24%
Chino City of	3,332,449,959	3,123,999,542	208,450,416	6%	126.7	6	24%
Santa Margarita Water District	7,105,190,366	6,932,489,109	172,701,256	2%	126.8	6	24%
Reedley City of	1,302,000,000	1,109,000,000	193,000,000	15%	126.9	6	24%
Ontario City of	8,782,999,363	8,499,508,622	283,490,741	3%	126.9	6	24%
Valencia Water Company	7,817,224,611	6,780,899,767	1,036,324,844	13%	127.0	6	24%
Groveland Community Services District	127,297,632	96,625,396	30,672,236	24%	127.5	6	24%
Eureka City of	860,874,000	799,778,000	61,096,000	7%	128.1	6	24%
North Marin Water District	2,457,000,000	1,986,810,000	470,190,000	19%	129.1	6	24%
City of Newman Water Department	559,946,000	448,854,000	111,092,000	20%	129.2	6	24%
Tuolumne Utilities District	1,441,240,862	992,152,425	449,088,437	31%	129.3	6	24%
Golden State Water Company Simi Valley	1,830,698,487	1,657,215,187	173,483,300	9%	129.9	6	24%

Urban Water Suppliers and Regulatory Framework Tiers to Achieve 25% Use Reduction

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	2013 (Jun - Feb)	2014/15 (Jun-14 - Feb-15)					
Twentynine Palms Water District	666,765,336	641,552,256	25,213,080	4%	130.5	7	28%
Eastern Municipal Water District	22,059,815,756	21,154,600,492	905,215,264	4%	130.7	7	28%
South Pasadena City of	1,045,005,526	935,193,595	109,811,931	11%	131.0	7	28%
California Water Service Company Oroville	830,595,287	682,007,037	148,588,251	18%	131.6	7	28%
Healdsburg City of	540,150,000	446,810,000	93,340,000	17%	131.9	7	28%
Burbank City of	4,712,137,486	4,362,205,638	349,931,847	7%	132.2	7	28%
Arroyo Grande City of	776,210,684	654,635,517	121,575,167	16%	132.4	7	28%
San Juan Capistrano City of	2,040,416,466	1,962,283,810	78,132,655	4%	133.3	7	28%
Garden Grove City of	6,584,316,860	6,185,605,054	398,711,806	6%	133.6	7	28%
Del Oro Water Company	369,631,917	306,051,990	63,579,927	17%	134.3	7	28%
Humboldt Bay Municipal Water District	146,056,000	148,820,000	-2,764,000	-2%	134.5	7	28%
Tracy City of	4,529,625,694	3,497,663,768	1,031,961,925	23%	134.6	7	28%
Riverside City of	17,427,511,870	15,956,944,380	1,470,567,490	8%	135.3	7	28%
West Kern Water District	4,045,106,581	3,679,048,346	366,058,235	9%	135.4	7	28%
Fullerton City of	7,215,373,767	6,969,105,034	246,268,733	3%	136.8	7	28%
Lincoln Avenue Water Company	613,030,807	557,668,649	55,362,157	9%	137.2	7	28%
La Habra City of Public Works	2,397,728,848	2,535,032,864	-137,304,016	-6%	137.5	7	28%
Newport Beach City of	4,220,349,478	3,924,557,845	295,791,633	7%	137.8	7	28%
Carlsbad Municipal Water District	4,342,002,850	4,259,269,173	82,733,677	2%	138.6	7	28%
Pasadena City of	8,349,297,631	7,614,975,148	734,322,483	9%	139.0	7	28%
Truckee-Donner Public Utilities District	1,264,764,466	1,144,274,188	120,490,278	10%	139.4	7	28%
Contra Costa Water District	8,855,338,380	7,547,370,752	1,307,967,628	15%	139.9	7	28%
Shasta Lake City of	309,004,338	258,461,000	50,543,338	16%	140.2	7	28%
Suburban Water Systems Whittier/La Mirada	5,584,910,982	5,234,793,399	350,117,583	6%	141.1	7	28%
Antioch City of	4,642,068,000	4,042,923,000	599,145,000	13%	141.9	7	28%
South Tahoe Public Utilities District	1,641,227,000	1,550,474,000	90,753,000	6%	141.9	7	28%
Sonoma City of	583,798,675	494,362,234	89,436,441	15%	142.7	7	28%
San Gabriel Valley Fontana Water Company	10,907,224,816	10,188,722,419	718,502,397	7%	142.9	7	28%
West Sacramento City of	3,567,747,274	2,941,460,832	626,286,443	18%	143.0	7	28%
Tehachapi, City of	582,624,632	536,291,818	46,332,814	8%	143.7	7	28%
Davis City of	3,023,400,000	2,527,400,000	496,000,000	16%	143.9	7	28%
Benicia City of	1,543,102,018	1,217,315,761	325,786,257	21%	143.9	7	28%
California Water Service Company Dixon, City of	382,549,575	346,705,918	35,843,657	9%	144.3	7	28%
Sunnyslope County Water District	694,319,032	596,249,460	98,069,572	14%	144.6	7	28%
Roseville City of	8,448,024,096	6,930,859,852	1,517,164,244	18%	145.1	7	28%
Elk Grove Water Service	1,982,552,982	1,615,618,816	366,934,166	19%	145.3	7	28%
Paso Robles City of	1,705,474,000	1,511,094,000	194,380,000	11%	146.1	7	28%
Elsinore Valley Municipal Water District	6,567,437,756	6,285,445,931	281,991,825	4%	146.3	7	28%

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	2013 (Jun - Feb)	2014/15 (Jun-14 - Feb-15)					
Sacramento City of	28,979,000,000	23,440,000,000	5,539,000,000	19%	146.4	7	28%
Walnut Valley Water District	5,119,451,770	4,877,344,159	242,107,610	5%	146.4	7	28%
Rialto City of	2,544,482,555	2,596,683,954	-52,201,399	-2%	146.8	7	28%
Diablo Water District	1,487,225,000	1,338,770,000	148,455,000	10%	147.7	7	28%
Patterson City of	1,040,156,104	948,595,320	91,560,784	9%	148.3	7	28%
San Dieguito Water District	1,583,703,106	1,621,176,020	-37,472,914	-2%	148.4	7	28%
Orange City of	7,732,617,288	7,437,395,896	295,221,393	4%	148.7	7	28%
California Water Service Company Kern River Valley	222,882,376	201,376,182	21,506,194	10%	148.9	7	28%
San Bernardino City of	11,535,034,614	10,722,937,586	812,097,028	7%	149.1	7	28%
Suisun-Solano Water Authority	1,038,300,000	918,300,000	120,000,000	12%	150.0	7	28%
Cerritos City of	2,219,233,953	1,991,297,621	227,936,332	10%	153.6	7	28%
Sanger City of	1,552,776,000	1,422,246,000	130,530,000	8%	153.7	7	28%
Fresno City of	36,603,191,424	30,513,707,650	6,089,483,774	17%	154.2	7	28%
Monrovia City of	1,885,000,000	1,673,000,000	212,000,000	11%	154.6	7	28%
Covina City of	1,500,350,310	1,393,914,200	106,436,110	7%	154.7	7	28%
Lake Hemet Municipal Water District	2,880,852,466	2,579,961,258	300,891,208	10%	154.9	7	28%
Stockton City of	8,304,530,000	7,263,300,000	1,041,230,000	13%	155.0	7	28%
Jurupa Community Service District	6,546,170,411	6,107,698,865	438,471,545	7%	155.5	7	28%
Ventura County Waterworks District No. 8	5,424,122,854	4,896,895,245	527,227,609	10%	156.1	7	28%
Tustin City of	2,984,049,613	2,895,189,929	88,859,684	3%	156.5	7	28%
California-American Water Company Los Angeles District	5,579,752,754	5,179,473,602	400,279,151	7%	156.8	7	28%
San Clemente City of	2,270,663,084	2,331,434,375	-60,771,291	-3%	157.7	7	28%
Chino Hills City of	3,952,965,804	3,587,674,904	365,290,900	9%	157.8	7	28%
Rubidoux Community Service District	1,400,190,000	1,335,510,000	64,680,000	5%	157.9	7	28%
Arvin Community Services District	740,072,884	667,768,501	72,304,383	10%	157.9	7	28%
Rosamond Community Service District	719,200,000	712,000,000	7,200,000	1%	158.1	7	28%
Golden State Water Company San Dimas	3,063,589,946	2,950,649,842	112,940,105	4%	159.0	7	28%
Apple Valley Ranchos Water Company	4,101,713,205	3,942,264,436	159,448,769	4%	159.8	7	28%
Hanford City of	3,229,776,700	2,793,029,816	436,746,884	14%	160.0	7	28%
Santa Paula City of	1,218,270,506	1,081,725,724	136,544,782	11%	160.2	7	28%
Morgan Hill City of	2,262,311,000	1,786,089,000	476,222,000	21%	161.3	7	28%
North Tahoe Public Utility District	350,120,000	332,141,000	17,979,000	5%	161.7	7	28%
Atascadero Mutual Water Company	1,291,000,000	1,056,900,000	234,100,000	18%	163.0	7	28%
Thousand Oaks City of	3,106,634,920	2,792,709,655	313,925,265	10%	163.7	7	28%
Victorville Water District	4,985,852,685	4,486,322,447	499,530,238	10%	164.4	7	28%
Fillmore City of	482,079,202	446,216,000	35,863,202	7%	165.6	7	28%
Nipomo Community Services District	665,258,273	527,032,098	138,226,175	21%	165.6	7	28%
Ramona Municipal Water District	1,087,105,531	1,049,746,665	37,358,866	3%	165.9	7	28%

Urban Water Suppliers and Regulatory Framework Tiers to Achieve 25% Use Reduction

Supplier Name	Total Water Production		Total Water Saved (Jun-14 - Feb-15, compared to 2013, gallons)	Percent Saved (Jun-14 - Feb-15, compared to 2013)	Jul-Sep 2014 R- GPCD	Tier	Conservation Standard
	2013 (Jun - Feb)	2014/15 (Jun-14 - Feb-15)					
Ceres City of	1,985,969,000	1,848,968,000	137,001,000	7%	166.1	7	28%
El Dorado Irrigation District	10,044,044,386	7,600,810,386	2,443,234,000	24%	166.2	7	28%
Newhall County Water District	2,611,216,927	2,326,139,289	285,077,638	11%	166.5	7	28%
California Water Service Company Willows	364,301,895	318,682,696	45,619,200	13%	168.6	7	28%
East Valley Water District	5,405,695,956	4,782,879,831	622,816,125	12%	169.4	7	28%
Joshua Basin Water District	409,078,118	382,604,644	26,473,473	6%	169.5	7	28%
Imperial, City of	687,420,000	671,127,000	16,293,000	2%	171.6	8	32%
Manteca City of	3,844,580,000	3,212,645,000	631,935,000	16%	172.0	8	32%
Ventura County Waterworks District No 1	2,688,665,294	2,241,890,403	446,774,892	17%	172.0	8	32%
Dinuba City of	1,126,830,000	977,550,000	149,280,000	13%	172.3	8	32%
Madera City of	2,268,235,000	2,115,715,000	152,520,000	7%	173.5	8	32%
California Water Service Company Los Altos/Suburban	3,714,706,268	3,136,645,836	578,060,431	16%	173.8	8	32%
Hesperia Water District City of	3,676,581,651	3,538,094,794	138,486,856	4%	174.6	8	32%
Castaic Lake Water Agency Santa Clarita Water Division	7,358,051,073	6,493,567,237	864,483,836	12%	174.8	8	32%
Brentwood City of	3,038,220,000	2,663,210,000	375,010,000	12%	174.9	8	32%
San Jacinto City of	756,372,530	651,046,816	105,325,714	14%	176.1	8	32%
La Verne City of	2,094,159,141	1,955,656,970	138,502,171	7%	176.5	8	32%
Rincon Del Diablo Municipal Water District	1,766,766,437	1,514,883,284	251,883,153	14%	179.2	8	32%
Mission Springs Water District	2,072,832,166	1,979,439,888	93,392,277	5%	179.4	8	32%
Banning City of	2,219,758,574	2,058,002,667	161,755,907	7%	179.4	8	32%
Brawley City of	1,842,390,000	1,088,690,000	753,700,000	41%	179.5	8	32%
Cucamonga Valley Water District	12,916,078,335	12,778,430,872	137,647,463	1%	180.0	8	32%
Calaveras County Water District	1,468,843,000	1,200,100,000	268,743,000	18%	180.1	8	32%
Phelan Pinon Hills Community Services District	635,139,826	675,206,517	-40,066,691	-6%	181.6	8	32%
Porterville City of	3,123,277,400	2,849,237,200	274,040,200	9%	182.0	8	32%
Sacramento County Water Agency	9,991,675,171	8,451,666,395	1,540,008,776	15%	184.3	8	32%
California-American Water Ventura District	4,397,006,571	3,988,454,052	408,552,519	9%	184.6	8	32%
Blythe City of	806,370,000	811,680,000	-5,310,000	-1%	186.1	8	32%
Yreka, City of	593,290,000	519,800,000	73,490,000	12%	186.4	8	32%
Palmdale Water District	5,291,175,472	5,010,063,446	281,112,026	5%	187.2	8	32%
Yuba City City of	4,215,490,000	3,629,080,000	586,410,000	14%	188.2	8	32%
California Water Service Company Selma	1,492,399,536	1,239,212,977	253,186,559	17%	189.2	8	32%
Western Municipal Water District of Riverside	5,887,379,311	5,683,989,367	203,389,944	3%	189.2	8	32%
Riverbank City of	860,786,846	737,503,990	123,282,856	14%	191.2	8	32%
California Water Service Company Visalia	8,033,215,230	7,144,292,537	888,922,693	11%	191.7	8	32%
Hemet City of	1,116,063,947	1,045,970,047	70,093,900	6%	192.8	8	32%
Turlock City of	5,571,505,100	4,909,059,441	662,445,659	12%	193.9	8	32%
Corona City of	8,699,410,000	8,297,070,000	402,340,000	5%	194.3	8	32%

Urban Water Suppliers and Regulatory Framework Tiers to Achieve 25% Use Reduction

Supplier Name	Total Water Production		Total Water Saved (Jun-14 - Feb-15, compared to 2013, gallons)	Percent Saved (Jun-14 - Feb-15, compared to 2013)	Jul-Sep 2014 R- GPCD	Tier	Conservation Standard
	2013 (Jun - Feb)	2014/15 (Jun-14 - Feb-15)					
Trabuco Canyon Water District	764,121,596	767,705,962	-3,584,366	0%	194.9	8	32%
Triunfo Sanitation District / Oak Park Water Service	687,285,830	597,937,369	89,348,461	13%	195.6	8	32%
Lamont Public Utility District	993,121,000	914,688,000	78,433,000	8%	197.4	8	32%
California Water Service Company Bakersfield	18,863,864,960	16,841,305,153	2,022,559,807	11%	197.6	8	32%
Lemoore City of	1,967,044,000	1,783,354,000	183,690,000	9%	198.9	8	32%
Golden State Water Company Orcutt	1,941,781,239	1,705,636,709	236,144,529	12%	199.8	8	32%
Vacaville City of	4,536,829,418	3,868,833,993	667,995,425	15%	199.9	8	32%
Citrus Heights Water District	3,723,178,405	3,023,575,391	699,603,014	19%	201.4	8	32%
Poway City of	2,984,245,124	2,893,299,991	90,945,133	3%	201.7	8	32%
Livingston City of	1,870,481,000	1,810,513,000	59,968,000	3%	204.2	8	32%
Los Angeles County Public Works Waterworks District 40	12,870,711,018	11,980,791,220	889,919,798	7%	205.5	8	32%
Galt City of	1,302,667,000	1,052,546,000	250,121,000	19%	207.1	8	32%
Placer County Water Agency	7,686,123,771	6,395,079,193	1,291,044,578	17%	207.2	8	32%
Lee Lake Water District	760,491,304	738,717,756	21,773,548	3%	208.1	8	32%
San Bernardino County Service Area 70	457,322,702	431,251,330	26,071,373	6%	209.6	8	32%
California Water Service Company Chico District	6,759,462,002	5,680,893,778	1,078,568,223	16%	210.4	8	32%
Linda County Water District	971,706,000	880,037,000	91,669,000	9%	211.0	8	32%
West Valley Water District	5,029,549,361	4,747,557,536	281,991,825	6%	212.3	8	32%
Golden State Water Company Claremont	2,873,781,490	2,604,204,605	269,576,886	9%	213.2	8	32%
Folsom City of	5,476,678,514	4,592,545,306	884,133,208	16%	213.7	8	32%
Sierra Madre City of	616,142,059	546,575,118	69,566,941	11%	214.5	8	32%
Tulare, City of	4,805,328,900	4,324,313,800	481,015,100	10%	214.8	8	32%
Indio City of	5,340,000,000	5,006,100,000	333,900,000	6%	215.7	9	36%
Oakdale City of	1,417,000,000	1,139,000,000	278,000,000	20%	215.9	9	36%
Fallbrook Public Utility District	3,340,661,415	3,012,268,347	328,393,068	10%	217.3	9	36%
Kerman, City of	880,465,000	769,624,000	110,841,000	13%	217.9	9	36%
Exeter City of	600,332,681	535,287,408	65,045,273	11%	218.8	9	36%
Georgetown Divide Public Utilities District	512,901,000	410,416,000	102,485,000	20%	219.7	9	36%
Yorba Linda Water District	5,380,523,933	5,128,021,662	252,502,271	5%	220.2	9	36%
Rubio Canyon Land and Water Association	561,116,157	508,002,375	53,113,783	9%	220.8	9	36%
Sacramento Suburban Water District	9,630,759,000	8,318,514,000	1,312,245,000	14%	222.5	9	36%
Corcoran City of	1,162,447,000	950,206,000	212,241,000	18%	223.7	9	36%
Norco City of	2,009,949,357	1,856,691,656	153,257,702	8%	224.2	9	36%
Golden State Water Company Cordova	4,051,962,495	3,483,514,680	568,447,814	14%	224.5	9	36%
Monterey Park City of	649,960,000	594,880,000	55,080,000	8%	224.9	9	36%
Winton Water & Sanitary District	432,243,000	400,904,000	31,339,000	7%	228.3	9	36%
Montecito Water District	1,577,349,003	836,688,709	740,660,294	47%	228.9	9	36%
Camrosa Water District	2,469,015,365	2,141,221,863	327,793,502	13%	229.3	9	36%

Urban Water Suppliers and Regulatory Framework Tiers to Achieve 25% Use Reduction

Supplier Name	Total Water Production		Total Water Saved (Jun-14 - Feb-15, compared to 2013, gallons)	Percent Saved (Jun-14 - Feb-15, compared to 2013)	Jul-Sep 2014 R- GPCD	Tier	Conservation Standard
	2013 (Jun - Feb)	2014/15 (Jun-14 - Feb-15)					
Wasco City of	1,096,680,000	952,170,000	144,510,000	13%	231.1	9	36%
Olivenhain Municipal Water District	5,326,497,766	5,149,755,952	176,741,814	3%	232.4	9	36%
Upland City of	5,523,683,657	5,024,215,355	499,468,301	9%	234.9	9	36%
Clovis City of	6,737,008,000	6,080,852,000	656,156,000	10%	235.2	9	36%
Beverly Hills City of	2,984,049,613	2,900,957,499	83,092,114	3%	235.9	9	36%
Lodi City of Public Works Department	3,904,230,000	3,932,720,000	-28,490,000	-1%	235.9	9	36%
Los Angeles County Public Works Waterworks District 29	2,383,427,229	2,356,081,777	27,345,452	1%	236.0	9	36%
Loma Linda City of *	1,379,990,569	1,323,839,525	56,151,044	4%	236.0	9	36%
Shafter City of	1,350,000,000	1,154,000,000	196,000,000	15%	236.5	9	36%
Fruitridge Vista Water Company	1,000,084,300	823,053,400	177,030,900	18%	238.3	9	36%
Paradise Irrigation District	1,721,400,000	1,355,900,000	365,500,000	21%	240.8	9	36%
Glendora City of	3,108,798,089	3,089,127,284	19,670,805	1%	242.0	9	36%
Carmichael Water District	2,598,570,000	2,107,250,000	491,320,000	19%	242.5	9	36%
Rainbow Municipal Water District	3,976,593,060	3,760,749,074	215,843,985	5%	243.0	9	36%
Modesto, City of	15,589,770,183	13,698,086,925	1,891,683,258	12%	245.9	9	36%
Pinedale County Water District	267,792,348	224,289,932	43,502,416	16%	247.1	9	36%
Lincoln City of	2,592,190,000	2,158,050,000	434,140,000	17%	251.0	9	36%
California Water Service Company Bear Gulch	3,623,142,017	3,228,861,790	394,280,227	11%	252.5	9	36%
Los Banos, City of	2,053,870,000	1,905,101,000	148,769,000	7%	253.0	9	36%
Redding City of	7,109,010,000	5,934,100,000	1,174,910,000	17%	253.8	9	36%
Riverside Highland Water Company	971,591,200	889,248,544	82,342,656	8%	253.8	9	36%
California Water Service Company Palos Verdes	5,184,622,055	4,979,661,507	204,960,548	4%	255.4	9	36%
Olivehurst Public Utility District	1,161,641,529	959,245,393	202,396,137	17%	256.0	9	36%
San Bernardino County Service Area 64	758,722,238	679,807,540	78,914,699	10%	257.8	9	36%
Anderson, City of	572,342,000	498,676,000	73,666,000	13%	260.0	9	36%
Rio Vista, city of	641,312,000	606,333,000	34,979,000	5%	260.9	9	36%
Golden State Water Company Ojai	564,830,864	487,636,661	77,194,203	14%	261.0	9	36%
Indian Wells Valley Water District	1,861,884,000	1,789,365,000	72,519,000	4%	263.5	9	36%
Yucaipa Valley Water District	2,981,840,000	2,837,629,000	144,211,000	5%	265.1	9	36%
Casitas Municipal Water District	777,155,653	678,096,820	99,058,834	13%	265.7	9	36%
Nevada Irrigation District	2,750,729,000	2,339,997,000	410,732,000	15%	267.8	9	36%
Beaumont-Cherry Valley Water District	3,172,199,486	3,139,252,648	32,946,838	1%	269.7	9	36%
East Niles Community Service District	2,504,168,216	2,213,508,744	290,659,473	12%	271.8	9	36%
Fair Oaks Water District	3,068,959,978	2,450,034,519	618,925,459	20%	274.1	9	36%
Discovery Bay Community Services District	986,000,000	808,000,000	178,000,000	18%	276.3	9	36%
Rio Linda - Elverta Community Water District	770,017,391	629,595,315	140,422,076	18%	278.1	9	36%
East Orange County Water District	247,060,552	225,554,358	21,506,194	9%	278.2	9	36%
Bakersfield City of	11,705,594,680	10,744,390,565	961,204,114	8%	279.9	9	36%

Urban Water Suppliers and Regulatory Framework Tiers to Achieve 25% Use Reduction

Supplier Name	Total Water Production		Total Water Saved (Jun-14 - Feb-15, compared to 2013, gallons)	Percent Saved (Jun-14 - Feb-15, compared to 2013)	Jul-Sep 2014 R- GPCD	Tier	Conservation Standard
	2013 (Jun - Feb)	2014/15 (Jun-14 - Feb-15)					
Valley Center Municipal Water District	6,829,813,325	6,798,466,417	31,346,907	0%	291.2	9	36%
Red Bluff City of	904,393,249	764,891,212	139,502,037	15%	294.3	9	36%
California Water Service Company Antelope Valley	186,061,165	216,691,199	-30,630,034	-16%	296.7	9	36%
Merced City of	6,872,130,000	6,271,910,000	600,220,000	9%	298.8	9	36%
Bakman Water Company	1,032,655,497	893,235,946	139,419,551	14%	302.2	9	36%
Las Virgenes Municipal Water District	5,714,163,209	5,470,784,778	243,378,431	4%	304.8	9	36%
Oildale Mutual Water Company	2,485,920,537	2,317,129,497	168,791,039	7%	306.4	9	36%
California City City of	1,192,746,563	1,264,824,899	-72,078,336	-6%	307.0	9	36%
Atwater City of	2,358,960,000	1,821,770,000	537,190,000	23%	308.1	9	36%
Redlands City of	7,033,861,488	6,969,114,810	64,746,679	1%	313.2	9	36%
Ripon City of	1,431,002,833	1,223,409,134	207,593,699	15%	316.1	9	36%
Arcadia City of	4,352,404,027	4,033,916,843	318,487,185	7%	318.5	9	36%
Hillsborough Town of	877,331,034	658,647,771	218,683,262	25%	324.5	9	36%
Quartz Hill Water District	1,430,054,382	1,276,190,597	153,863,785	11%	326.9	9	36%
Madera County	891,468,716	660,496,910	230,971,806	26%	328.1	9	36%
Orange Vale Water Company	1,274,470,101	1,008,190,832	266,279,269	21%	332.3	9	36%
Kingsburg, City of	1,009,319,000	825,793,000	183,526,000	18%	332.5	9	36%
California Water Service Company Westlake	2,085,449,133	1,928,388,745	157,060,388	8%	336.7	9	36%
Rancho California Water District	16,377,618,572	16,074,902,597	302,715,976	2%	349.1	9	36%
Susanville City of	560,250,000	602,070,000	-41,820,000	-7%	382.7	9	36%
Bella Vista Water District	3,596,422,200	1,864,847,717	1,731,574,483	48%	386.3	9	36%
Valley Water Company	999,093,060	898,861,161	100,231,899	10%	401.2	9	36%
Golden State Water Company Cowan Heights	703,676,157	691,163,462	12,512,695	2%	401.6	9	36%
Desert Water Agency	8,823,730,792	8,310,188,943	513,541,849	6%	416.0	9	36%
South Feather Water and Power Agency	1,435,400,000	1,292,100,000	143,300,000	10%	466.1	9	36%
Coachella Valley Water District	28,323,853,249	27,188,261,025	1,135,592,223	4%	475.1	9	36%
San Juan Water District	3,594,268,324	2,773,624,539	820,643,785	23%	476.8	9	36%
Vaughn Water Company	3,206,837,858	2,989,389,519	217,448,339	7%	507.0	9	36%
Serrano Water District	829,682,903	749,230,186	80,452,717	10%	539.2	9	36%
Santa Fe Irrigation District	2,820,156,121	2,869,480,251	-49,324,131	-2%	604.7	9	36%
Myoma Dunes Mutual Water Company	757,700,108	707,153,944	50,546,164	7%	613.7	9	36%



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Chris Steele • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Mark Simon

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May, 2015

Dear Discovery Bay Business,

Facing a fourth-consecutive dry year and severely reduced water supplies, Gov. Jerry Brown recently ordered a 25 percent statewide reduction in potable urban water use. The State Water Resources Control Board has responded by proposing emergency regulations implementing the Governor's orders to become effective May 15, 2015. This unprecedented action reflects the severity of the drought and what is needed from all Californians to ensure all of our water use needs can be met. Based upon past water consumption, *the state has proposed an even higher conservation standard for Discovery Bay*. Failure to comply with the mandatory reductions could result in the Town of Discovery Bay (TODB) being fined by the state \$10,000 for each day of non-compliance.

To achieve the required conservation and avoid the steep penalties imposed by the state, the TODB will continue to enforce the Emergency Drought Regulations enacted by the TODB Board of Directors in September 2014. Those regulations may be amended to include any new restrictions from the May 15, 2015 revised emergency regulations.

The TODB's water use prohibitions implement statewide mandates including the limitation of outdoor irrigation to no more than two days per week for residential properties and no more than twice weekly for each turf valve station for businesses and common landscape areas such as home owner association's ornamental landscaped areas.

As a Discovery Bay business, the Town wants to make you aware of all of the new emergency drought regulations that are presently in effect and will be strictly enforced.

**The following water use prohibitions are currently in effect.**

- Properties with **Even** numbered addresses may water outdoors on Tuesdays and Saturdays only.
- Properties with **Odd** numbered addresses may water outdoors on Wednesdays and Sundays only.
- Outdoor watering may occur **before 1:00 pm and after 7:00 pm only**.
- All dwellings, establishments, businesses, associations, parks or open spaces that are connected to an outdoor irrigation system which provides outdoor irrigation to multiple addresses, units and/or areas with or without an address may use outdoor water not more than two days per week for each irrigation controller, or zone or area controlled by that irrigation system.
- Hosing down sidewalks and driveways is prohibited.
- Watering outdoor landscapes in a manner that causes excess runoff is prohibited.
- Irrigating turf or ornamental landscapes within 48 hours of rainfall is prohibited.
- Washing a motor vehicle (car/boat/trailer/RV) with a hose, unless the hose is fitted with a shut-off nozzle is prohibited.
- Operating a fountain or decorative water feature, unless the water is part of a recirculating system is prohibited. We strongly encourage you to turn off all fountains.
- Restaurants and other food service establishments can only serve water to customers upon request.

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**1800 Willow Lake Road • Discovery Bay • CA • 94505-9376**

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[www.todb.ca.gov](http://www.todb.ca.gov)

**The following water use prohibitions will take effect on or before May 15, 2015:**

- Irrigation outside of newly constructed homes and buildings that is not delivered by drip or micro spray systems is prohibited.
- Irrigation of ornamental turf on public street medians is prohibited.

All water users within the TODB must implement conservation measures intended to achieve a *measurable* reduction in water use.

Businesses, public agencies, homeowner associations, and new home developers are **NOT** exempt from these regulations. Everybody must comply with all current and new regulations, including those regarding lawns and ornamental landscapes, until such time as the regulations are rescinded by both the state and the TODB. There are no exceptions to these measures, and Town staff will monitor water usage compliance.

Failure to comply with the regulations may result in fines of up to \$500. The Town may issue a Notice of Violation to any person, business, association, or other party who fails to comply with any condition of the regulations. A Notice of Violation that is issued is punishable by a fine of \$25 for a first violation, \$50 for a second violation, \$100 for a third violation, and \$500 for a fourth and any subsequent violation. Additionally, conservation based pricing for all commercial accounts and other conservation measures will be considered by the Board of Directors at a future meeting.

The Town has been working diligently to notify every property owner of the importance of water conservation efforts and the need to reduce discretionary water use. If you need help finding additional ways to save, we are here to help. Visit [www.saveourwater.com](http://www.saveourwater.com) or call us at 925-634-1131 or visit us on our website at [www.todb.ca.gov](http://www.todb.ca.gov) and click on the Drought links.

The Town is prepared to assist you with educational materials and other outreach methods should you deem those appropriate.

I have attached a copy of Ordinance #25 that establishes the current emergency drought regulation in the Town of Discovery Bay. The state's proposed emergency regulations are also attached.

You may reach me at 925-308-9042 to further discuss these important new water saving regulations.

Sincerely,



Rick Howard, General Manager  
Town of Discovery Bay

### **Water Use Prohibitions for ALL Discovery Bay Residents**

- Properties with **Even** numbered addresses may water outdoors on Tuesdays and Saturdays only.
- Properties with **Odd** numbered addresses may water outdoors on Wednesdays and Sundays only.
- Outdoor watering may occur before 1:00 pm and after 7:00 pm only.
- Hosing down sidewalks and driveways is prohibited.
- Watering outdoor landscapes in a manner that causes excess runoff is prohibited.
- Irrigating turf or ornamental landscapes within 48 hours of rainfall is prohibited.
- Washing a motor vehicle (car/boat/trailer/RV) with a hose, unless the hose is fitted with a shut-off nozzle is prohibited.
- Operating a fountain or decorative water feature, unless the water is part of a recirculating system is prohibited. We strongly encourage you to turn off all fountains.
- Restaurants and other food service establishments can only serve water to customers upon request.
- Watering of landscape of newly constructed homes and buildings that is not delivered by drip or micro-spray systems is prohibited.
- Irrigation of ornamental turf on public street medians is prohibited.
- All water users within the TODB must implement conservation measures intended to reductions in water use.

### **Easy Do-It-Yourself Ways to Reduce Water Use**

Here are just a few tips to help you get started meeting the required reductions in water use. Discover more ideas and learn how you save even more at [www.saveourwater.com](http://www.saveourwater.com).

#### **Lose your lawn, get a garden**

Replace your thirsty front yard lawn with drought tolerant plants. HINT - Reduce your automatic sprinkler schedule to one watering day and save up to 400 gallons per week. Check your sprinkler timer after every power outage.

#### **Water early or late**

Outdoor watering between 1:00 p.m. and 7:00 p.m. is prohibited. HINT - Save up to 80 gallons per week by watering in the early morning or evening, when temperatures are cooler. Remember to water no more than two days per week.

#### **Limit Evaporation**

Use a pool and/or spa cover. HINT – Check for leaks and make repairs immediately.

#### **Sweep, don't spray**

Hosing down your driveway or patio is prohibited and you could save up to 10 gallons per minute by using a broom or electric leaf blower.

#### **Low-flow showerhead**

An efficient showerhead could save 8 gallons or more per day. HINT – take shorter showers and turn the water off when lathering up!

#### **Upgrade your toilet**

Replace that old toilet with a high-efficiency model and save about 15 gallons per day. HINT – Place a brick in the toilet tank to save a quart of water with each flush!

#### **Read your meter**

If you have a meter, you can determine your daily use and check for leaks. A leaky toilet can lose up to 40 gallons per day. Shut off all water and check your meter reading. Go back after 30 minutes and check it again. If it moves, you probably have a leak. If you don't have a meter, check for leaks around the home and fix them immediately.

#### **Mulch around plants**

A layer of mulch around trees and other plants in your garden saves you up to 8 gallons per day.

#### **Launder full loads**

Modern clothes washers save an average of 10 gallons per load over standard models. Wash full loads only.

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# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Chris Steele • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Mark Simon

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May, 2015

Dear Discovery Bay Home Owner,

I am writing you to let you know that the Town of Discovery Bay is working with all residents to ensure compliance with emergency drought regulations enacted by the Town and the state of California.

You are receiving this letter because the mailing address for your Discovery Bay property is not a local mailing address, and it is important that the Town reach out to you as a home owner and possibly weekend/vacation resident of Discovery Bay.

As you are well aware, the state is facing a fourth-consecutive dry year with severely reduced water supplies. Gov. Jerry Brown recently ordered a 25 percent statewide reduction in potable urban water use. The State Water Resources Control Board has responded by proposing emergency regulations implementing the Governor's orders to become effective May 15, 2015. This unprecedented action reflects the severity of the drought and what is needed from all Californians to ensure all of our water use needs can be met. Based upon past water consumption, the state has proposed an even higher conservation standard for Discovery Bay. Failure to comply with the mandatory reductions could result in the Town of Discovery Bay (TODB) being fined by the state \$10,000 for each day of non-compliance.

To achieve the required conservation, the TODB will continue to enforce the Emergency Drought Regulations enacted by the TODB Board of Directors in September 2014 and will amend those regulations shortly to include any new restrictions imposed by the state's emergency regulations. The TODB's water use prohibitions implement statewide mandates including the limitation of outdoor irrigation to no more than twice weekly. It is essential that you adjust your outside water use to comply with the following authorized watering schedule:

- Properties with **Even** numbered addresses may water outdoors on Tuesdays and Saturdays only.
- Properties with **Odd** numbered addresses may water outdoors on Wednesdays and Sundays only.
- Outdoor watering may occur before 1:00 pm and after 7:00 pm only.

A complete list of do's and don'ts is on the back side of this letter.

Failure to comply with the regulations may result in fines of up to \$500 for residents and businesses. The Town may issue a Notice of Violation to any person, business, association, or other party who fails to comply with any condition of the regulations. A Notice of Violation that is issued is punishable by a fine of \$25 for a first violation, \$50 for a second violation, \$100 for a third violation, and \$500 for a fourth and any subsequent violation.

You and your neighbors have been working diligently to reduce discretionary water use. Thanks to changes many of you have made in recent years, this reduction in water use is achievable and within reach. If you need help finding additional ways to save, we are here to help. I encourage you to do your part, and to use water wisely. To show your commitment and to "Join the Effort", stop on by the Community Center or Town office next time you're in Discovery Bay and pick up your own BROWN IS THE NEW GREEN yard sign! Visit us at [www.todb.ca.gov](http://www.todb.ca.gov) and click on the Drought links, visit [www.saveourwater.com](http://www.saveourwater.com) for water saving tips or call us at (925) 634-1131. We're here to help.

This is a great community and with a little effort, we'll get through this together.

Sincerely,

Rick Howard, General Manager  
Town of Discovery Bay

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- Irrigating turf or ornamental landscapes within 48 hours of rainfall is prohibited.
- Washing a motor vehicle (car/boat/trailer/RV) with a hose, unless the hose is fitted with a shut-off nozzle is prohibited.
- Operating a fountain or decorative water feature, unless the water is part of a recirculating system is prohibited. We strongly encourage you to turn off all fountains.
- Restaurants and other food service establishments can only serve water to customers upon request.
- Watering of landscape of newly constructed homes and buildings that is not delivered by drip or micro-spray systems is prohibited.
- Irrigation of ornamental turf on public street medians is prohibited.
- All water users within the TODB must implement conservation measures intended to reductions in water use.

## **Easy Do-It-Yourself Ways to Reduce Water Use**

Here are just a few tips to help you get started meeting the required reductions in water use. Discover more ideas and learn how you save even more at [www.saveourwater.com](http://www.saveourwater.com).

### **Lose your lawn, get a garden**

Replace your thirsty front yard lawn with drought tolerant plants. HINT - Reduce your automatic sprinkler schedule to one watering day and save up to 400 gallons per week. Check your sprinkler timer after every power outage.

### **Water early or late**

Outdoor watering between 1:00 p.m. and 7:00 p.m. is prohibited. HINT – Aerate your lawn, that way you'll get a deeper and more thorough watering. Also, save up to 80 gallons per week by watering in the early morning or evening, when temperatures are cooler. Remember to water no more than two days per week. Stop watering before run-off to adjacent properties, driveways and sidewalks.

### **Limit Evaporation**

Use a pool and/or spa cover. HINT – Check for leaks and make repairs immediately.

### **Sweep, don't spray**

Hosing down your driveway or patio is prohibited. Hint - you could save up to 10 gallons per minute by using a broom or electric leaf blower.

### **Low-flow showerhead**

An efficient showerhead could save 8 gallons or more per day. HINT – take shorter showers and turn the water off when lathering up!

### **Upgrade your toilet**

Replace that old toilet with a high-efficiency model and save about 15 gallons per day. HINT – Place a brick in the toilet tank to save a quart of water with each flush!

### **Read your meter**

If you have a meter, you can determine your daily use and check for leaks. A leaky toilet can lose up to 40 gallons per day. Shut off all water and check your meter reading. Go back after 30 minutes and check it again. If it moves, you probably have a leak. If you don't have a meter, check for leaks around the home and fix them immediately. Contact the Town office if you're not sure!

### **Mulch around plants**

A layer of mulch around trees and other plants in your garden saves you up to 8 gallons per day.

### **Laundry full loads**

Modern clothes washers save an average of 10 gallons per load over standard models. Wash full loads only.

Visit [www.saveourwater.com](http://www.saveourwater.com) for more tips and easy ways to conserve water.



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Chris Steele • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Mark Simon

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May, 2015

Dear Discovery Bay Resident,

Facing a fourth-consecutive dry year and severely reduced water supplies, Gov. Jerry Brown ordered a 25 percent statewide reduction in potable urban water use. The State Water Resources Control Board has responded by proposing emergency regulations implementing the Governor's orders to become effective May 15, 2015. This unprecedented action reflects the severity of the drought and what is needed from all Californians to ensure all of our water use needs can be met. Based upon past water consumption, the state has proposed an even higher conservation standard for Discovery Bay. Failure to comply with the mandatory reductions could result in the Town of Discovery Bay (TODB) being fined by the state \$10,000 for each day of non-compliance.

To achieve the required conservation, the TODB will continue to enforce the Emergency Drought Regulations enacted by the TODB Board of Directors in September 2014 and will amend those regulations shortly to include any new limitations from the state's emergency regulations. The TODB's water use prohibitions implement statewide mandates including the limitation of outdoor irrigation to no more than twice weekly.

Many water use prohibition are currently in effect. All residents are strongly encouraged to continue their current conservation efforts and to increase those efforts where possible as there will be no exceptions for non-compliance. Please refer to the complete list of do's and don'ts on the back side of this letter, along with easy and helpful hints to reduce consumption.

Failure to comply with the regulations may result in fines of up to \$500 for residents and businesses. The Town may issue a Notice of Violation to any person, business, association, or other party who fails to comply with any condition of the regulations. A Notice of Violation that is issued is punishable by a fine of \$25 for a first violation, \$50 for a second violation, \$100 for a third violation, and \$500 for a fourth and any subsequent violation.

You and your neighbors have been working diligently to reduce discretionary water use. Thanks to changes many of you have made in recent years, this reduction in water use is achievable and within reach. If you need help finding additional ways to save, we are here to help. I encourage you to do your part, and to use water wisely. To show your commitment and to "Join the Effort", stop on by the Community Center or Town office and pick up your own BROWN IS THE NEW GREEN yard sign! Visit us at [www.todb.ca.gov](http://www.todb.ca.gov) and click on the Drought links, visit [www.saveourwater.com](http://www.saveourwater.com) for water saving tips or call us at (925) 634-1131. We're here to assist.

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# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

May 6, 2015

**Prepared By:** Rod Attebery, Legal Counsel  
**Submitted By:** Rick Howard, General Manager *RH*

### Agenda Title

Discussion on Sub-Committee Status

### Recommended Action

As Necessary

### Executive Summary

At the April 14, 2015 Special Board meeting, Director Leete requested that the Board consider the use of the sub-committee structure be reformatted into "Standing Committees" from the currently existing Staff Committees commonly referred to as "Board Sub-Committees". This subject matter is entirely at the discretion of the Board. The Board has the ability to change policy and the manner in which current activities occur is entirely within their purview.

#### History:

The General Manager has created Committees with Board members who volunteer to sit on these Committees. The committees are facilitated by staff and consultants and allow for the ability to meet with two members of the Board to discuss matters affecting the District. These subjects can cover any topic of interest. Staff utilizes these meetings to discuss a variety of options, considerations, and strategies regarding projects, operational matters, and other items affecting the District. Eventually, these topics make their way to the full Board in either an action to be taken or as informational items. Meetings take place as needed, and are informal in nature. Many times, there is not an agenda that is prepared as the subject matter may be brief. Only one committee meets regularly. The Water and Wastewater Committee generally meets the 4<sup>th</sup> Wednesday of the month at 3:00 p.m. The reason for the regular schedule is that many people require coordination including staff, project engineers, and Veolia staff.

The Board Bylaws (most recently amended on February 4, 2015), Section 2, Terms and Responsibilities (of the Board) refer to these committees as Staff Sub Committees. In reality, however, they are more advisory in nature.

#### Financial Implications:

Board members are eligible for a stipend in the amount of \$115.00 for each Brown Act meeting that they are authorized to attend or "day of Service" as defined by the Brown Act.

#### Staffing Impacts:

The transition from informal staff committee meetings/advisory committees to standing committees will have a measurable impact on staff. The additional time to draft agendas, reports, prepare minutes, attend and record meetings, will result in additional staff time and expense that has yet to be assessed.

Staff is prepared to discuss this matter with the Board.

The discussion below more specifically details the issues related to this matter.

"Continued to the next page"

**Fiscal Impact:**

**Amount Requested \$ None at this time.**

**Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)**

Prog/Fund #    Category: Pers.    Optg.    Cap.    -or-    CIP#    Fund#

**Previous Relevant Board Actions for This Item**

February 4, 2015 Amendment to Board Bylaws

**Attachments**

1) Current list of Sub-Committee assignments; 2) Board Bylaws; 3) Examples of other agencies committee structures

**AGENDA ITEM: L-1**

## Discussion:

### Town of Discovery Bay Policy on Committees

The Board Policy of the Town of Discovery Bay allows the Board to have standing committees, and gives the Board the power to appoint ad hoc committees as the need arises. The Board Policy also states that the general manager or designee may serve as staff to support those committees. *Town of Discovery Bay CSD Board Policy* (Amended February 18, 2015). Currently, the Town has committees called "Board Subcommittees" that are comprised of two (2) board members and staff and are advisory in nature.

### Brown Act

The Brown Act (Act) applies specifically to the "meetings" of "legislative bodies" of all local agencies in California (Gov. Code §§ 54951, 54952). The Act does not apply to individual decision makers who are not elected, or appointed members of legislative bodies such as agency department heads when they meet with advisors, staff, colleagues, or anyone else. Similarly the Act does not apply to multi-member bodies which are created by an individual decision maker. 75 Ops.Cal.Atty.Gen. 263, 269 (1992); 56 Cal.Ops.Atty.Gen. 14, 17 (1973).

Government Code § 54952(b) defines a "**legislative body**" in regards to the Brown Act. The definition of legislative body includes:

"A commission, committee, board, or other body of a local agency, whether permanent or temporary, decision making or advisory, created by charter, ordinance, resolution, or *formal action* of a legislative body. However, advisory committees composed solely of members of the legislative body which are less than a *quorum* of the legislative body are not legislative bodies, **except that standing committees of a legislative body**, irrespective of their composition, **which have continuing subject matter jurisdiction, or a meeting schedule fixed by charter, ordinance, resolution, or formal action of a legislative body are legislative bodies for the purposes of this chapter.**"

"**Meeting**" is defined in Government Code § 54952.2 as follows:

(a) A meeting means any congregation of a **majority of the members of a legislative body at the same time and location**, including teleconference location and permitted by Section 54953, to hear, discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the legislative body.

(1) A majority of the members of a legislative body shall not, outside a meeting authorized by this chapter, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body.

(2) Paragraph (1) shall not be construed as preventing an employee or official of a local agency, from engaging in separate conversations or communications outside of a meeting authorized by this chapter with members of the legislative body in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of the local agency, if that person does not communicate to members of the legislative body the comments or position of any other member or members of the legislative body.

(b) Nothing in this section shall impose the requirements of this chapter upon any of the following:

(1) Individual contacts or conversations between a member of the legislative body and any other person that do not violate subdivision (b).

(2) The attendance of a majority of members of a legislative body at a conference or similar gathering open to the public that involves a discussion of issues of general interest to the public or public agencies of the type represented by the legislative body, provided that a majority of the members do not discuss among themselves, other than as a part of the scheduled program, business of a specific nature that is within the subject matter jurisdiction of the local agency. Nothing in this paragraph is intended to allow members of the public free admission to a conference or similar gathering at which organizers have required other participants or registrants to pay fees or charges as a condition to attendance.

(3) The attendance of a majority of the members of the legislative body at an open and publicized meeting organized to address a topic of local community concern by a person or organization other than the local agency, provided that a majority of the members do not discuss among themselves, other than as part of the scheduled program, business of a specific nature that is within the subject matter jurisdiction of the legislative body of the local agency.

(4) The attendance of a majority of the members of a legislative body at an open and noticed meeting of a legislative body of another local agency, provided that a majority of the members do not discuss among themselves, other than as part of the scheduled meeting, business of a specific nature that is within the subject matter jurisdiction of the legislative body of a local agency.

(5) The attendance of a majority of the members of a legislative body at a purely social or ceremonial occasion, provided that a majority of the members do not discuss among themselves business of a specific nature that is within the subject matter jurisdiction of the legislative body of the local agency.

(6) The attendance of a majority of the members of a legislative body at an *open and noticed meeting* of a **standing committee** of that body, provided that the members of the standing committee attend only as *observers*.

### **Committees as Legislative Bodies Subject to the Brown Act**

The California League of Cities Brown Act Guide titled Open and Public IV Ch. 2: *Legislative Bodies* explains which types of committees fall into the category of a “legislative body” subject to the Act.

1. **Standing committees** of a legislative body, irrespective of their composition, have either: (1) a continuing subject matter jurisdiction, or (2) a meeting schedule fixed by charter, ordinance, resolution, or formal action of a legislative body. § 54925(b). Even if comprised of less than a quorum of the governing body, a standing committee is subject to the Brown Act. For example, if a governing body creates long-term committees on budget or finance or on public safety, those are standing committees subject to the Brown Act. Further, function over form controls. For example, a statement by the legislative body that the “advisory committee shall not exercise continuing subject matter jurisdiction” or the fact that the committee does not have a fixed meeting schedule is not determinative.

2. Boards, committees, and commissions that are **created by statute or ordinance** are subject to the Act even if they are under the jurisdiction of an individual department head. Government Code § 54952(b).

### **Committees that are not a Legislative Body**

1. A **temporary advisory committee** is a committee composed solely of less than a quorum of the legislative body that serves a **limited or single purpose**, that is not perpetual, and that will be dissolved once its specific task is completed. Open & Public IV, Chapter 2: *Legislative Bodies*. Such temporary advisory committees are not subject to Brown Act. Gov. Code § 54925(b), *Freedom Newspapers, Inc. v. Orange County Employees Retirement System Board of Directors* (1993) Cal.4<sup>th</sup> 821. **Temporary committees are sometimes called “ad hoc committees”** (however, the term “ad hoc” is not used in the Brown Act itself). Examples of temporary committees include an advisory committee composed of less than a quorum created to review candidates for a vacant position or to meet with representatives of other entities to exchange information on a matter of concern to the agency. Open & Public IV, Chapter 2: *Legislative Bodies*.

2. Groups that are **advisory for one particular decision-maker or appointed by staff** are not covered subject to the Brown Act. *Id.* The Brown Act applies only to committees created by *formal action* of the legislative body and not to committees created by others. For example, a committee advising a superintendent of schools would not be covered by the Brown Act, while the same committee, if created by formal action of the school board, would be covered. 56 Cal.Ops.Atty.Gen. 162 (1976). However, where a body directs or authorizes a single individual to appoint a body, it would likely be subject to the Act. *Frazer v. Dixon Unified School District* (1993) 18 Cal.App.4<sup>th</sup> 781, 793; *International Longshoremen’s & Warehousemen’s Union v. Los Angeles Expert Terminal, Inc.* (1999) 69 Cal.App.4<sup>th</sup> 287, 297).

Committee Type	Attributes	Subject to Brown Act?
Standing Committee	(1) Continuing subject matter jurisdiction, OR (2) A meeting schedule fixed by ordinance, resolution, or formal action of a legislative body	<b>Yes</b>
Committee created by statute or ordinance	Committee was created by a statute or ordinance (even if under the jurisdiction of a single individual)	<b>Yes</b>
Committee Directed/Authorized by the Board	Board authorized or directed an individual to create a body/committee	<b>Yes</b>
Temporary Advisory Committee ("Ad hoc")	Serves a limited or single purpose and dissolves after purpose is achieved	<b>No</b>
Advisory for an individual or appointed by staff	Committee created by particular individual (not the board) for advising of that particular individual, or an advisory committee appointed by staff	<b>No</b>



## Town of Discovery Bay - District Representative Listing 2015-2016

### Regional Committee Appointments

Committee Name	Location	Day and Time	Director Appointed	Alternate
Contra Costa County Aviation Advisory Committee	550 Sally Ride Dr. Concord or 500 Eagle Court, Byron	1st Thursday of the Month at 10:00 a.m.	Kevin	Bill
Contra Costa County Code Enforcement	3361 Walnut Boulevard Suite 140 Brentwood	4th or 5th Thursday of the Month at 1:30 p.m.	Bob	Bill
Contra Costa Special Districts Association	5019 Imhoff Place, Martinez	Quarterly	Bill	Mark
East Contra Costa County Fire Protection District Liaison	3231 Main Street, Oakley	1st Monday of the Month at 6:30 p.m.	Kevin	Chris
East County Water Management Association LAFCO Liaison	651 Pine 6th Floor, Martinez	2nd Wednesday of the Month 1:30 p.m.	President Chris	Vice-President Bill
Police Service (P6 Committee)	Community Center	Quarterly - TBD	Bob	Mark
School District Representative Liaison	14301 Byron Highway, Byron	3rd Thursday of the Month at 7:00 p.m.	Chris	Bob
Regional Transportation Agencies	As Necessary	As Necessary	Mark	Kevin

### Board Sub-Committee Appointments

Committee Name			Director Appointed	Director Appointed
Finance Committee (Budget Sub-Committee, Investment Oversight Sub-Committee, Public Financing Authority Sub-Committee)			Bob	Mark
Communications Sub-Committee			Mark	Kevin
Parks and Recreation Sub-Committee (Community Center Sub-Committee, Park and Recreation Sub-Committee, Landscape Sub-Committee)			Chris	Bill
Water and Wastewater Sub-Committee			Bill	Kevin
Waterways Sub-Committee			Chris	Bob

\* Adoption of this Listing constitutes approval of the Board for attendance at meetings and representation of the Town of Discovery Bay, by the designated representative (or in that representative's absence, the alternate) concerning the subject for which the appointment is made but does not address the issue of whether such attendance may be compensated or whether expenses may be paid for such attendance, as those issues are addressed by law and by separate policy of the Board.



## Town of Discovery Bay - District Representative Listing 2015-2016

### Regional Committee Descriptions

**Contra Costa County Aviation Advisory Committee:** This involves attending meetings of this committee to discuss airport operations and activities.

**Contra Costa County Code Enforcement:** This involves meeting with public officials, public employees and community groups covering issues of code enforcement in, or affecting, the Town.

**Contra Costa Special Districts Association:** This involves attending meeting of the Contra Costa Special Districts Association.

**East Contra Costa County Fire Protection:** District Liaison: This involves attending meetings of the East Contra Costa County Fire Protection District, and meeting with public officials, public employees and community groups concerning issues of fire protection in, or affecting, the Town.

**East County Water Management Agency:** This involves attending meetings of this association, made up of representatives of local water and wastewater agencies to discuss, and exchange, information pertaining to water and wastewater operations.

**LAFCO Liaison:** This involves attending meetings of LAFCO when an issue affecting the Town is before LAFCO.

**Police Services (P6 Committee):** This involves meeting with public officials, public employees and community groups covering issues of police services in, or affecting, the Town.

**School District Representative Liaison:** This involves attending meetings of the School Districts, and meeting with public officials, public employees or community groups concerning issues affecting the relationship between the Town and the Town's residents and School Districts whose area involves any portion of the Town.

**Regional Transportation Agencies:** This involves attending meetings with public officials, public employees, and community groups concerning transportation issues affecting the residents of the Town.

### Board Sub-Committee Descriptions

**Finance Committee Includes:** Budget Subcommittee works with staff in the development of the District's annual Operating and Capital Improvement Program Budgets. The subcommittee may also meet periodically through the year to review existing budgets or to meet with staff to address budgetary issues. Investment Oversight Subcommittee is responsible for working with staff and financial advisors (when applicable) on making recommendations regarding the District's investment portfolio that are consistent with the District's Investment Policy. Public Financing Authority Subcommittee meets with staff, consultants, legal counsel, and other necessary individuals regarding the issuance of municipal debt of the Public Financing Authority on an as necessary basis.

**Communications Subcommittee:** The Communications Subcommittee is tasked with assisting in various methods of communication in which the Town of Discovery Bay communicates its activities, information, and mission to the public.

**Parks & Recreation Sub-Committee Includes:** Community Center Subcommittee works on the planning and future development of the Community Center. This may involve meetings with public officials, public employees, Town staff and developers concerning issues involving the Community Center project. Park and Recreation Subcommittee that meets with staff on park and recreation functions of the District. Landscaping Subcommittee works with staff on making recommendations involving all landscape areas within the Town's jurisdiction.

**Water and Wastewater Subcommittee:** The Water and Wastewater Subcommittee meets with staff, contractors, engineers, and other necessary individuals regarding matters pertaining to the Town's Water and Wastewater operations.

**Waterways Sub-Committee:** The Waterways Sub Committee seeks to find solutions to invasive water weed species while working cooperatively with regional and state agencies, including the California Department of Boating and Waterways, and local, state and federal representatives.



# Town of Discovery Bay

<b>Program Area:</b> Board	<b>Policy Name:</b> Bylaws	<b>Policy Number:</b> 002
<b>Date Established:</b> March 25, 1998	<b>Date Amended:</b> February 4, 2015	<b>Resolution:</b> 2015-02

## ARTICLE I

### NAME

This unit of local government shall be known as the Town of Discovery Bay, a Community Services District, with powers and territorial boundaries as prescribed in Resolution No. 97/295 of the Board of Supervisors of Contra Costa County, State of California, dated June 10, 1997, and as provided by law.

## ARTICLE II

### PURPOSE

The purposes of the Town of Discovery Bay, as approved by the Local Agency Formation Commission and by law, are

- A. To Operate as a Community Services District and provide water distribution, wastewater connection and treatment; and parks, landscaping and recreation services to the residents of Discovery Bay.
- B. To provide for those exercise of those powers set forth in Government Code §61000 et seq. (Community Services District Law).
- C. To continue the advisory responsibilities of the Discovery Bay Municipal Advisory Council;
- D. To serve the residents of the Town of Discovery Bay, in the manner provided by law.

## ARTICLE III

### BOARD OF DIRECTORS

#### Section 1. Board of Directors

The governing body of the District shall consist of five (5) elected Directors, each of whom shall serve for a term of four (4) year staggered terms. During elections every two (2) years, either

two (2) or three (3) Directors are elected to serve to the District for the next four (4) years. The initial Directors, their terms and term expirations, are:

William Slifer	4 years	Expires December 1, 2001
Mike Dohren	4 years	Expires December 1, 2001
David Piepho	4 years	Expires December 1, 2001
Virgil Koehne	2 years	Expires December 1, 1999
Chet Loveland	2 years	Expires December 1, 1999

**Section 2. Compensation**

The Board may authorize each Director to receive compensation of One Hundred and Fifteen Dollars (\$115.00) for each meeting of the Board attended, and One Hundred Fifteen Dollars (\$115.00) for each day's service not to exceed Six Hundred Ninety Dollars (\$690.00) per month as provided in Government Code §61047 and Chapter 2 commencing with Section 20200 of Division 10 of the Water Code. Traveling and such other necessary expenses actually incurred in performing District Duties shall be reimbursed, and such reimbursement shall be in addition to the compensation specified herein consistent with the authorized Reimbursement and Travel Policy.

**Section 3. Vacancies**

- A. Vacancies on the Board shall be filled in accordance with Government Code § 1780.
- B. Vacancies shall be deemed to exist as provided in Government Code § 1770.

**Section 4. Resignation**

A Director may resign at any time by giving written notice to the Board, to the President, or to the Secretary of the Board. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

**ARTICLE IV**

**OFFICERS**

**Section 1. Elected Officers**

The elected officers shall be chosen by the Board from among the five (5) members of the Board and shall consist of a President (who may be called "Chair"), a Vice-President (who may be called "Vice-Chair"), and a President Pro-Tempore.

## **Section 2. Terms and Responsibilities of Elected Officers**

Elected Officers of the Board, as provided in Article IV, Sec. 1, shall be elected by the Board at the first meeting in January and shall serve for one (1) year, said term to commence upon election. All elected officers shall be eligible to serve successive terms, except that the President shall be eligible to serve not more than two (2) full successive terms as President.

Board members may serve on Regional Committees and in-house staff committees, referred to as Sub-Committees, as necessary.

Regional Committees are to be assigned based upon the position held by the Board member and the seniority of each member of the Board. Board members will have preference of committee selections in the following order: President, Vice-President, and President Pro-Tempore, senior most Board member followed by the least senior Board member. In the event seniority cannot be determined due to the date of assumption of office, the Board member with the highest vote count in their most recent election shall prevail as the senior member for purposes of this selection procedure. This procedure shall be used to fill Primary and Alternate members to respective Regional Committees. Board Members shall serve on the Regional Committee for a two-year term.

Staff Sub-Committees are to be assigned based upon the position held by the Board member and the seniority of each member of the Board. Board members will have preference of committee selections in the following order: President, Vice-President, and President Pro-Tempore, senior most Board member followed by the least senior Board member. In the event seniority cannot be determined due to the date of assumption of office, the Board member with the highest vote count in their most recent election shall prevail as the senior member for purposes of this selection procedure. This procedure shall be used to fill two Sub-Committee appointees to each sub-committee. Board Members shall serve on the Sub-Committee for a two-year term.

The Board may establish Committees that may become necessary from time to time to receive input from the public on a specific subject matter and limited in term, and formed by Resolution of the Board.

### **A. General Responsibilities of the Board President**

1. Shall preside at all meetings of the board and such other meetings approved by the Board, and have authority to call for short recesses during meetings unless a majority of the Directors by vote oppose a recess.
2. Cooperatively work with the General Manager/Board Secretary and Staff on the preparation of CSD Meeting Agendas and its contents.
3. Shall serve as official spokesperson for the Board.
4. Shall designate Directors or others to represent the Board at various meetings, hearings, and conferences, as confirmed by the Board. May co-sign all checks for warrants approved by the Board.
5. Shall perform such other duties as necessary to carry out the work of the Board.
6. Shall perform such duties as prescribed by law.

**B. General Responsibilities of the Vice-President**

1. Shall serve in the absence of the President.

**C. General Responsibilities of the President Pro-Tempore**

1. Shall serve in the absence of the President and the Vice-President.

**ARTICLE V**

**APPOINTED OFFICERS**

**Section 1. Appointed Officers**

- A. The appointed officers of the District shall be General Manager, and a Secretary, who may be the same person, but neither of whom shall be a Director. The duties of the appointed officers shall be as specified in law, and as directed by the Board.
- B. Pursuant to Government Code §61050(b), the treasurer of the County of Contra Costa shall serve as the District Treasurer, and shall be the depository and have the custody of all of the district's money except those accounts that are authorized under the Community Services District laws and/or in effect prior to January 1, 2006.

The Board may appoint such other officers as it deems necessary.

**Section 2. General Responsibilities of the General Manager**

- A. Appraise and evaluate the effects of the Board policies and the manner of their execution, and the efficiency of District personnel in terms of services rendered to the people of the District.
- B. Provide leadership to staff in identifying District needs, establishing priorities and determining the objectives, which will achieve the established goals of the District.
- C. Encourage and assist staff in the performance of their duties and encourage their professional growth.
- D. Ensure evaluation of personnel under his/her direction.
- E. Interpret and publicize the programs and services of the District for and to the public.
- F. Provide financial oversight of the District and Contra Costa County pursuant to funds on deposit at that agency.
- G. Lead the District management team in the preparation of the budget, control of expenditures, inventory control, program planning, changing priorities and public relations.

- H. Perform the function of the District’s Public Information Officer.
- I. Participate in community activities.
- J. Continue a program of professional development to assure and enhance staff’s professional growth.
- K. Keep the Board informed of all communications affecting the District.

**Section 3. General Responsibilities of the Secretary of the Board**

- A. Certify official documents and letters as required.
- B. Maintain the official files and records of the Board.
- C. Prepare the agenda for the Board meetings.
- D. Prepare and distribute minutes of the meeting of the Board.
- E. Maintain historical record and newspaper articles.
- F. Post agendas, minutes, public notices and proposed action documents as required by Board and government regulations.

**ARTICLE VI**

**MEETINGS**

**Section 1. Regular and Special Meetings**

- A. The Board shall hold a regular meeting on the first (1st) and third (3rd) Wednesdays of each month, at the District Office located at 1800 Willow Lake Road, Discovery Bay, California 94505. Such regular meetings shall be for considering reports of the affairs of the District and for transacting such other business as may be properly brought before the meeting. Such meetings may be altered as to date, time and place, as provided for in a Resolution adopted by the Board.
- B. Special meetings may be called in accordance with the California Ralph M. Brown Act of 1953, as amended (hereafter Brown Act).

All meetings shall be conducted in accordance with the Brown Act.

**Section 2. Quorum**

The Board shall be empowered to conduct the business of the District whenever there is present at a properly called meeting, a quorum, as defined as comprising a majority of the

existing Directors; normally three (3); except as otherwise provided by law. Pursuant to Government Code §61045, the affirmative votes of three (3) members of the Board are required for action to be taken.

**Section 3. Voting**

- A. Voting shall only be conducted at proper noticed meeting where a quorum has been established and members are physically present.
- B. Voting shall be by voice, show of hands, or roll call vote.
- C. Any vote that is other than unanimous shall be recorded by name of the voting member and whether the member voted "AYE", "NO" or "ABSTAIN".

**Section 4. Notice of Regular and Special Meetings**

- A. Notices of Regular Meetings shall be pursuant to the Brown Act. Such notices shall specify the place, the day, and the hour of the meeting and accompanying the notice shall be a copy of the agenda for that meeting.
- B. Notices of Special Meetings shall be pursuant to the Brown Act. In the case of special meetings, the notice, written or by telephone, shall specify the specific nature of the business to be transacted.

**ARTICLE VII**

**PAYMENTS, CONTRACTS, AND REPORTS**

**Section 1. Payments**

All checks, warrants, drafts, or other orders for payment of money, notes, or other evidences of indebtedness issued in the name of, or payable to, the District, shall be signed or endorsed by both the President and Vice President, or by the President Pro-Tempore, and one other Director, or, in the absence of the elected officers, any two (2) Directors.

**Section 2. Contracts**

The Board, except as in the Bylaws otherwise provided, may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of, and on behalf of, the District. Such authority may be general or confined to specific instances. Unless so authorized by the Board, no officer, agent, or employee shall have any power or authority to bind the District by any contract or engagement, to pledge its credit, or to render it liable for any purpose or to any amount.

**Section 3. Reports**

The Board shall prepare and cause to be sent an annual water quality report to the residents of the District.

## **ARTICLE VIII**

### **PARLIAMENTARY AUTHORITY**

Rosenberg's Rules of Order, current edition or such other authority as may be subsequently adopted by resolution of the Board is to apply to all questions of procedure and parliamentary law not specified in these Bylaws or otherwise by law. All motions made at Board meetings shall require a second to the motion prior to the Directors voting. The President of the Board may unilaterally call for a recess at any time during a Regular or Special Meeting of the Board. The Board President may unilaterally adjourn the meeting unless a majority of the Board votes to continue the meeting.

## **ARTICLE IX**

### **AMENDMENTS**

The Bylaws may be repealed or amended, or new Bylaws may be proposed, by resolution and the affirmative vote of at least three (3) members of the Board at any regular meeting of the Board, provided notice of such proposal shall be in compliance with the Brown Act, as amended.

From the desk of  
BOB LEETE

4/24

Rick-

Sampler of agendas  
from districts with  
publicly noticed committee  
meetings.

Bob

 SEARCH

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## Board of Directors

### Board of Directors' Committees

Members of the Contra Costa District Board of Directors serve on five different District committees.

These committees meet at various times during the year with members of the District's staff and focus on a variety of issues of importance to the District.

In some cases, the committees may make a recommendation to the Board of Directors.

These meetings are open to the public.

The committees are listed below, click on the name and go to that committee's agenda.

For more information, call The District Secretary at (925) 688-8024.

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1/29/2015

**Finance Committee  
January 29, 2015  
3:30 p.m.  
Contra Costa Water District – Ante Room  
1331 Concord Avenue, Concord, CA  
AGENDA**

[Agenda Packet](#)

1. Grant Funding Status Update
2. Update to the Rangeland Management Program
3. FY15 Mid-Year Financial Status Report
4. Capital Project Financing Program
5. Investment Portfolio Status Report
6. Future Finance Committee Items
7. Public Comment
8. Proposed Future Meeting:
  - Tuesday, May 26, 2015 at 3:30 p.m.
  - Wednesday, May 27, 2015 at 3:30 p.m.
  - Thursday, May 28, 2015 at 3:30 p.m.
9. Adjournment

Committees of the Board review and study issues that may appear on the Board agenda and may include a recommendation to the Board. The Directors appointed to the Finance Committee are Chair Vice President Borba and Director Burgh. Please contact the District Secretary at (925) 688-8024 if you would like to discuss any of the items on the agenda with a member of the Committee. District facilities and meetings comply with the Americans with Disabilities Act. If special accommodations are needed for you to participate, please contact the District Secretary as soon as possible, but preferably at least two days prior to the meeting.





**BOARD OF DIRECTORS  
EAST BAY MUNICIPAL UTILITY DISTRICT**

375 – 11<sup>th</sup> Street, Oakland, CA 94607

Office of the Secretary: (510) 287-0440

**AGENDA  
Finance/Administration Committee  
Tuesday, February 24, 2015  
10:15 a.m.  
Training Resource Center**

**(Committee Members: Directors Patterson {Chair}, Katz and Young)**

**ROLL CALL:**

**PUBLIC COMMENT:** The Board of Directors is limited by State law to providing a brief response, asking questions for clarification, or referring a matter to staff when responding to items that are not listed on the agenda.

**DETERMINATION AND DISCUSSION:**

1. FY15 Semi-Annual Budget Performance Report (Sandler)
2. Update on FY 2015 De-Risking and Refunding Transactions (Sandler)

**ADJOURNMENT:**

**Disability Notice**

*If you require a disability-related modification or accommodation to participate in an EBMUD public meeting please call the Office of the Secretary (510) 287-0404. We will make reasonable arrangements to ensure accessibility. Some special equipment arrangements may require 48 hours advance notice.*

**Document Availability**

*Materials related to an item on this Agenda that have been submitted to the EBMUD Board of Directors within 72 hours prior to this meeting are available for public inspection in EBMUD's Office of the Secretary at 375 11th Street, Oakland, California, during normal business hours.*

W:\Agendas\Agendas 2015\2015\_Committees\022415\_finance\_agenda.docx



# Central Contra Costa Sanitary District

Protecting public health and the environment

5019 Imhoff Place, Martinez, CA 94553-4392

## REGULAR MEETING OF THE CENTRAL CONTRA COSTA SANITARY DISTRICT FINANCE COMMITTEE

**Chair Nejedly  
Member Pilecki**

Monday, February 9, 2015  
3:00 p.m.

Executive Conference Room  
5019 Imhoff Place  
Martinez, California

### INFORMATION FOR THE PUBLIC

#### ADDRESSING THE COMMITTEE ON AN ITEM ON THE AGENDA

Anyone wishing to address the Committee on an item listed on the agenda will be heard when the Committee Chair calls for comments from the audience. The Chair may specify the number of minutes each person will be permitted to speak based on the number of persons wishing to speak and the time available. After the public has commented, the item is closed to further public comment and brought to the Committee for discussion. There is no further comment permitted from the audience unless invited by the Committee.

#### ADDRESSING THE COMMITTEE ON AN ITEM NOT ON THE AGENDA

In accordance with state law, the Committee is prohibited from discussing items not calendared on the agenda. You may address the Committee on any items not listed on the agenda, and which are within their jurisdiction, under **PUBLIC COMMENTS**. Matters brought up which are not on the agenda may be referred to staff for action or calendared on a future agenda.

#### AGENDA REPORTS

Supporting materials on Committee agenda items are available for public review at the Reception Desk, 5019 Imhoff Place, Martinez. Reports or information relating to agenda items distributed within 72 hours of the meeting to a majority of the Committee are also available for public inspection at the Reception Desk. During the meeting, information and supporting materials are available in the Conference Room.

#### AMERICANS WITH DISABILITIES ACT

In accordance with the Americans With Disabilities Act and state law, it is the policy of the Central Contra Costa Sanitary District to offer its public meetings in a manner that is readily accessible to everyone, including those with disabilities. If you are disabled and require special accommodations to participate, please contact the Secretary of the District at least 48 hours in advance of the meeting at (925) 229-7303.

#### BOARD OF DIRECTORS:

*MICHAEL R. MCGILL*  
President

*TAD J. PILECKI*  
President Pro Tem

*PAUL H. CAUSEY*  
*JAMES A. NEJEDLY*  
*DAVID R. WILLIAMS*

PHONE: (925) 228-9500

FAX: (925) 372-0192

[www.centrcsan.org](http://www.centrcsan.org)

# AGENDA

## DELTA DIABLO BOARD OF DIRECTORS FINANCE COMMITTEE MEETING

2600 Pittsburg-Antioch Highway  
Pittsburg, California

TUESDAY, MARCH 24, 2015  
9:00 A.M.

- A. PUBLIC COMMENTS
  
- B. REVIEW AND COMMENT ON OTHER POST-EMPLOYMENT BENEFITS  
ACTUARIAL VALUATION REPORT AND PROPOSED FISCAL YEAR 2014/15  
FUNDING PLAN (Ustin)
  
- C. REVIEW AND COMMENT ON PRELIMINARY SEWER SERVICE CHARGE  
ANALYSIS FOR FISCAL YEAR 2015/2016 AND DRAFT PROPOSITION 218  
NOTICES (Ustin)
  
- D. ADJOURNMENT

Note: The District will provide reasonable accommodations for persons with disabilities planning to participate in Board (or committee) meetings who contact the Office Manager/Secretary to the Board at (925) 756-1927 at least 24 hours prior to the scheduled meeting.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the District to a majority of members of the Board of Directors less than 72 hours prior to that meeting are available for public inspection at 2500 Pittsburg-Antioch Highway, Antioch, CA 94509 during normal working business hours.





## BOARD MEETING AGENDA

**Thursday, February 12, 2015 at 9:00 a.m.**

Telephone No. (510) 222-6700 Fax No. (510) 222-3277

Website: [www.wcwd.org](http://www.wcwd.org)

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**MEETING LOCATION: 2910 Hilltop Drive, Richmond, CA 94806**

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This will be a study session of the Board; no action will be taken. If a quorum is not present, the Directors attending will meet as the **Administration & Finance Committee**. Members include Director **Granzella**, Chair, Director **McNeil**, Member and Director **Comeaux**, designated Alternate.

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1. **ROLL CALL**

2. **PUBLIC COMMENT**

3. **ITEMS FOR DISCUSSION AND POSSIBLE REFERRAL TO THE BOARD**

- a. Discuss and Provide Direction to Staff Regarding the Sewer Use Charge Rates  
*(Attachment)*
- b. Amending the Operations & Maintenance Budget for Fiscal Year 2014/15  
*(Attachment)*
- c. Increase Purchase Order to DFK Solutions for Safety Training *(Attachment)*
- d. Review Amendment #3 to the Contract with Carollo Engineers, Inc. for State Revolving Fund (SRF) and Programmatic Environmental Impact Report (PEIR) Support to Prepare the Third SRF Application *(Attachment)*
- e. Review the Contract with Carollo Engineers, Inc. for Recycled Water Reliability Upgrade Design, Engineering Services, and Construction Management  
*(Attachment)*

4. **REPORTS / INFORMATIONAL**

- a. Recurring Claims and Invoices:
  - Expense Claims for Meetings and Related Expenses
  - Travel Expense Claims
  - Cellular Telephone Invoice
  - Cal-Card Credit Card Invoice

5. **REPORTS FROM BOARD / STAFF** on issues pertaining to the overall operation of the West County Wastewater District
  6. **CLOSED SESSION**
    - a. Liability Claim Pursuant to Government Code Section 54956.95, Holsten
    - b. Liability Claim Pursuant to Government Code Section 54956.95, Nownes/Reeves Management Co.
  7. **ADJOURNMENT**
- 

### **INFORMATION FOR THE PUBLIC**

Persons with disabilities who require auxiliary aids or services in attending or participating in this meeting should call the Administration Supervisor at (510) 222-6700. We will need **FIVE (5) WORKING DAYS BEFORE ANY FUTURE MEETINGS** to make any necessary accommodations.

*Anyone wishing to address the Board of Directors should complete a speaker's card and submit it to the Committee Chair. In addressing the Board, speakers should step to the podium and state their names and addresses for the record. The Committee Chair may direct questions to any member of the audience as appropriate at any time during the meeting.*

#### **1. ADDRESSING THE BOARD ON AN ITEM ON THE AGENDA**

*Persons wishing to speak on **PUBLIC HEARINGS** and **OTHER MATTERS** listed on the agenda will be heard when the Committee Chair calls for comments from the audience, except on public hearing items previously heard and closed to public comment. A maximum of 3 minutes will be allowed for those who wish to address the Board. After the public has commented, the item is closed to further public comment and brought to the Board for discussion and action. There is no further comment permitted from the audience unless invited by the Board.*

#### **2. ADDRESSING THE BOARD ON AN ITEM NOT ON THE AGENDA**

*In accordance with state law, the Board is prohibited from discussing items not calendared on the agenda. For that reason, members of the public wishing to discuss or present a matter to the Board other than a matter which is on this agenda are requested to present the matter in writing to the Administration Supervisor at least one week prior to a regularly scheduled Board meeting date. If you are unable to do this, you may make an announcement to the Board of your concern under **PUBLIC COMMENTS**. Matters brought up which are not on the agenda may be referred to staff for action or calendared on a future agenda.*



# Board of Directors AGENDA

PLEASANT HILL RECREATION & PARK DISTRICT

147 Gregory Lane  
Pleasant Hill, CA 94523  
(925) 682-0896  
(925) 682-1633 fax  
ppleasanthillrec.com

## MISSION STATEMENT

***In order to serve the diverse recreational needs of individuals and families and to enrich the quality of life for all residents, the Pleasant Hill Recreation & Park District is committed to providing park facilities, open space, and programs and activities for all ages.***

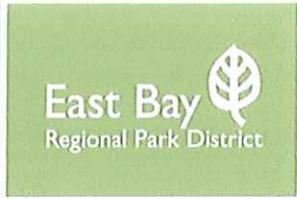
**Pleasant Hill Recreation & Park District  
Board of Directors  
Budget and Finance Committee  
Tuesday, March 10, 2015  
5:00 p.m.  
Chateau Room, Pleasant Hill Senior Center  
233 Gregory Lane, Pleasant Hill**

**Chair: Sandy Bonato  
Member: Zac Shess**

1. Public Comment
2. To Consider Window Shades for the Chateau Room at the Senior Center (Action)
3. To Review Capital Projects List

*Documents that are disclosable public records required to be made available under California Government Code Section 54957.5 (b) (1) and (2) are available to the public for inspection at no charge during business hours at our administrative office located at 147 Gregory Lane, Pleasant Hill, California.*

*The Pleasant Hill Recreation & Park District will provide reasonable disability-related modification or accommodation to a person with a disability who requires a modification or accommodation in order to participate in the meeting of the Board of Directors. Please contact Susie Kubota (925) 682-0896 at least 48 hours before the meeting if you require such modification or accommodation.*



**BOARD FINANCE COMMITTEE**  
**January 28, 2015 - 12:30 p.m., Board Room**  
**Peralta Oaks – Board Room**

The following agenda items are listed for Committee consideration. In accordance with the Board Operating Guidelines, no official action of the Board will be taken at this meeting; rather, the Committee's purpose shall be to review the listed items and to consider developing recommendations to the Board of Directors.

**AGENDA**

<u>Status</u>	<u>Time</u>	<u>Item</u>	<u>Page #</u>	<u>Staff</u>
(D)	12:30 p.m.	1. 2015 Finance Committee Work Plan, 2014 Finance Committee Accomplishments	1-5	Auker
(R)	12:50 p.m.	2. 2015 Investment Policy	6-20	Auker
(R)	1:10 p.m.	3. September 30, 2014 Investment Report	21-24	Auker
(I)	1:20 p.m.	4. 2015 Audit Planning Memo	25-35	Auker
(R)	1:40 p.m.	5. 2014 Disposal of Fixed Assets over \$25,000	36-37	Spaulding
(I)	2:00 p.m.	6. Request to Reschedule November 25 meeting to November 18, 2015		Auker
	2:10 p.m.	7. Public Comment		

**Status**

- (R) Recommendation
- (I) Information
- (D) Discussion

**Board Finance Committee Members**

Beverly Lane (Chair), Ayn Wieskamp,  
Dennis Waespi, Diane Burgis (Alternate)

**Future Meetings**

- Wednesday, February 25, 2015
- Wednesday, March 25, 2015
- Wednesday, April 29, 2015
- Wednesday, May 27, 2015

**Distribution/Agenda Only**

Board of Directors  
Tim Anderson  
Yolande Barial-Knight  
Afton Crooks  
Norman LaForce

**Distribution/Full Packet**

Finance Committee	Meadow D'Arcy
Robert E. Doyle	Kim Balingit
Dave Collins	Cliff Rocha
Jim O'Connor	Allen Pulido
Carol Victor	Deborah Spaulding
Sukari Beshears	Pam Burnor
Debra Auker	David Sumner
Mimi Waluch	Sharon Corkin
Kristina Kelchner	Bruce Kern – PAC
Sharon McAleavey (AFSCME 57)	

Board of Directors

Whitney Dotson    Doug Siden    Beverly Lane    Dennis Waespi    John Sutter    Ayn Wieskamp    Diane Burgis    Robert E. Doyle

LIVERMORE AREA RECREATION AND PARK DISTRICT

**FACILITIES COMMITTEE**

**REVISED AGENDA**

Tuesday, April 21, 2015  
2:00 PM

ROBERT LIVERMORE COMMUNITY CENTER  
4444 EAST AVENUE, LIVERMORE CA 94550-5053  
WEST WING CONFERENCE ROOM

COMMITTEE CHAIR: GOODMAN  
COMMITTEE MEMBER: FURST

1. Public Comment
  
2. Parks, Recreation and Trails Master Plan
  
3. Trail Routes in Sycamore Grove Park
  
4. Facility Fees
  
5. CIP Updates
  
6. Matters Initiated



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



President – Chris Steele • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Mark Simon

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No Back Up  
Documentation  
For Agenda Item M



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



President – Chris Steele • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Mark Simon

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